

Payment of unclaimed superannuation money

How to complete your *Application for payment of unclaimed superannuation money – individual*.

! For information about unclaimed super money, visit ato.gov.au and search for 'superannuation and unclaimed money'.

WHO SHOULD COMPLETE THIS FORM?

You should complete this form if you know we are holding unclaimed super and you want to apply for payment. To find out if you have unclaimed super, you can:

- use our online search tool, at ato.gov.au/superseeker
- phone our self-help line on **13 28 65**
- download and complete *Searching for lost super* (NAT 2476, PDF, 137KB).

! MANAGE YOUR SUPER ONLINE

You can view and actively manage your super accounts online at ato.gov.au/superseeker

This service may enable you to:

- complete and submit a fund nomination form enabling the transfer of any ATO-held money to your superfund
- consolidate your super-fund-held accounts.

WHY DO WE HOLD UNCLAIMED SUPER?

We may hold unclaimed super because you:

- are aged 65 years or older and the super fund was unable to contact you
- are a former temporary resident as you held a temporary visa that has ceased to be in effect (has expired or been cancelled) for at least six months and it has been at least six months since you left Australia
- are entitled to a super amount as a non-member spouse, due to a financial agreement or court order under the *Family Law Act 1975* and the fund has been unable to contact you
- are a lost member whose account balance was transferred to us as small or insoluble lost member account.

! If you are claiming on behalf of someone else, you need to complete the *Application for payment of unclaimed superannuation money – third party* (NAT 71696). To obtain a copy of this publication, refer to 'More information' in these instructions.



HOW DO YOU COMPLETE THIS FORM?

Section A: Reason for application

Question 1

Why are you applying for payment of unclaimed super?

Select the reason why you are applying for payment of unclaimed super.

NOTE

If you are applying for your unclaimed super and you have a terminal medical condition you must provide us with certified copies of medical certificates from two registered medical practitioners and they must certify that you suffer from an illness, or have an injury, that is likely to result in your death within 12 months. You can provide one medical certificate signed by both medical practitioners or you can provide two separate certificates. One of the practitioners must be a specialist in the area related to the illness or injury. In some circumstances the amount will be tax-free.

If you are unsure how to answer this question, phone us for assistance. Refer to 'More information' on these instructions for our phone details.

Section B: Your details

Question 2

Tax file number

Provide your tax file number (TFN).

Question 3

Current legal name

Provide your full current legal name.

Question 4

Previous names

Provide your previous names.

If the current legal name is different to the name on the member account, you will need to provide certified evidence of the name change – for example, a marriage certificate, deed poll or change of name certificate from a births, deaths and marriages registration authority in your state/country. For more information about certifying copies of documents, see section F.

Question 5

Sex

Indicate your sex by selecting the relevant box.

Question 6

Date of birth

Provide your date of birth.

Question 7

Residential address

Provide your current residential address.

Question 8

Postal address

Provide your current postal address.

Question 9

Previous Australian residential addresses

Provide details of all previous residential addresses in Australia relevant to this claim.

Question 10

Phone and fax numbers

Provide your phone and fax numbers.

Question 11

Email address

Provide your email address

Question 12

Have you previously held a temporary visa?

Indicate whether you have previously held a temporary visa.

Section C: Visa details

Question 13

Passport details you previously used to enter Australia as a temporary visa holder

Provide the passport number, the name of the issuing country on the passport and the visa class that you previously used to enter Australia as a temporary visa holder.

Question 14

Current residency and immigration status

Provide details of your current residency and immigration status.

If you select 'Current temporary visa holder', you must provide details of your visa class.

If you select 'Other – your current citizenship', you need to provide further information to clarify your status – for example, if you are a United States citizen write 'United States'.

Question 15

Did you last leave Australia or hold a temporary visa after 30 June 2007?

Select the relevant box.

Section D: Employer details

Question 16

Previous employer details

Provide details of all your employers who may have made super contributions (relevant to this claim) on your behalf.

Section E: Super fund details

Question 17

Super fund details

Provide details of all super funds that may have held your super money or made payment of your super accounts to us.

Section F: Your supporting documents

Certification of personal documents

Copies of Australian identification documents such as Australian passport, Australian birth certificate and Australian driver's license do not require certification.

You must have all copies of other original documents certified by an authorised person from the list below.

The authorised person certifying your documents must sight the originals and certify on the copies that each page is a true copy by writing or stamping 'certified true copy', followed by:

- their signature
- their printed name
- their qualification (for example, 'Justice of the Peace')
- the date.

In Australia, you can have copies of your documents certified by a:

- barrister
- solicitor
- doctor
- judge
- Justice of the Peace
- minister of religion (who is authorised to celebrate marriages)
- police officer
- bank, building society or credit union officer with at least five years service
- sheriff's officer
- Commissioner for Declarations (Queensland)
- Commissioner for Oaths (Northern Territory)
- Commissioner for Declarations (Tasmania).

In Australia, if the original document is not written in English, you must have an approved translation service (for example, the Department of Immigration and Border Protection, an appropriate embassy or professional translation service) provide you with an official true and correct written translation of the document. You must then provide us with certified copies of both the original document and the written translation.

If you are outside Australia, you can have copies of your documents certified by staff at an Australian:

- Embassy
- High Commission
- Consulate.

If you are unable to reach an Australian Embassy, High Commission or Consulate, you can have your documents certified by a:

- notary public
- Justice of the Peace
- judge of the court
- registrar or deputy registrar of a court.

If you are outside Australia and none of the above are available to certify a document, we may consider other forms of certification on a case-by-case basis. For more information about certification of documents while you are outside Australia, visit ato.gov.au and search for 'certified documents'.

If you are outside Australia and your original document is not written in English, you must have an approved translation service provide you with an official true and correct written translation of the document. You must then provide us with certified copies of both the original document and the written translation. You can obtain the name of an approved translation service from your nearest Australian:

- Embassy
- High Commission
- Consulate.

Question 18

Proof of visa and passport details you used to enter and leave Australia as a temporary visa holder

Only answer this question if you completed section C. Otherwise, go to question 19.

Question 19

Proof of identity

Proof of identity documents must be provided when lodging the application. Indicate which documents are being provided.

Question 20

Proof of ownership

If you need to provide proof of ownership then indicate the certified documents being provided. Otherwise leave this section blank.

Section G: Payment options

If you are a former temporary resident requesting payment of unclaimed super money and you do not reside in Australia, you can only receive payment by cheque.

If you are claiming for an amount of unclaimed super money that has been transferred to the ATO as a small or insoluble lost member account with a balance of \$200 or more and you are under 65 years old you must have the amount paid into a complying super fund.

Direct payment

Your unclaimed super may be paid to you by directly if:

- you are 65 years or older
- you were a former temporary resident (previously held a temporary visa)
- your super was transferred to us as a small or insoluble lost member and the current balance is less than \$200
- you are a non-member spouse.

Payment by electronic funds transfer (EFT)

This is our preferred method for refunds. We need your Australian financial institution details to pay unclaimed super money to you, even if you have provided them to us before. Joint accounts are acceptable.

Complete the following:

- Bank state branch (BSB) number: This six-digit number identifies your financial institution (do not include spaces or hyphens). Note: Electronic refunds can only be sent to valid Australian bank accounts.
- Account number: This number should not have more than nine characters, and should not include spaces.
- Account name: In most cases, your account name should be shown on your bank account records. It should include spaces between each word and between initials. If your account name exceeds 32 characters, provide the first 32 characters only.

Payment by cheque

If you cannot receive unclaimed super money electronically, you may be entitled to receive a cheque.

! Payments of unclaimed super you receive from us are subject to the same withholding tax obligations as benefits paid by a super fund. If you choose to receive a payment directly, we may be required to withhold tax at the relevant rate. For further information on:

- departing Australia super payments, visit ato.gov.au and search for 'former temporary resident'
- super lump sum payments, refer to *Tax table for superannuation lump sums* (NAT 70981) – to obtain a copy of this publication, see 'More information' on the next page
- payments to you where you have a terminal medical condition, visit ato.gov.au and search for 'terminal medical condition'.

If you do not provide your tax file number, we may withhold an amount up to the highest marginal tax rate (plus Medicare levy) from your super lump sum payment.

Payment into a complying super plan

Your unclaimed super may be paid into a complying super plan if either of the following apply:

- you are not a former temporary resident
- you were a former temporary resident (previously held a temporary visa) and now hold a permanent Australian visa or are an Australian or New Zealand citizen, or hold a prescribed Australian visa.

! A complying super plan may be a:

- complying super fund
- public sector super scheme
- complying approved deposit fund
- retirement savings account.

To check whether your super fund is a complying super fund, visit abn.business.gov.au and use the Super Fund Lookup.

If you are claiming more than one unclaimed super money amount and you are not a former temporary resident, you may nominate a different option for each unclaimed super amount. If you choose to do this, you must write the payment option details for each amount on a separate page, including the name of the original super fund that paid the unclaimed super amount to us, and attach it to the form.

Disclaimer: This information does not constitute financial advice. If you need financial assistance, seek professional advice.

Your fund statement should contain your fund's ABN, your member account number and your unique superannuation identifier (USI). These details ensure the payment is made to the correct superannuation product. If you cannot find these details on your fund statement, contact your fund/RSA to obtain them.

Self-managed super funds are not required to provide a USI. Exempt public sector super schemes and constitutionally protected funds may include a USI but are not required to do so.

Section H: Declaration

Read the declaration. If it is correct, print your full name then sign and date the declaration.

The ATO is a government agency bound by the *Privacy Act 1988* in terms of collection and handling of personal information and tax file numbers (TFNs). For further information about privacy law notices please go to ato.gov.au/privacy.

Lodging your application

Keep a copy of this application for your records and send the original, together with copies of your supporting documents to us at:

Australian Taxation Office
PO Box 3578
ALBURY NSW 2640
AUSTRALIA

➤ MORE INFORMATION

For more information about unclaimed super, refer to:

- **ato.gov.au** and search for 'superannuation and unclaimed money'
- *Application for payment of unclaimed superannuation money – third party* (NAT 71696).

To obtain a copy of our publications or for more information:

- visit **ato.gov.au**
- phone our automated publications distribution service on **1300 720 092**
- phone us on
 - **13 10 20**, if you are in Australia, between 8.00am and 6.00pm Monday to Friday
 - **+61 2 6216 1111**, if you are outside Australia, between 8.00am and 5.00pm Monday to Friday (Australian Eastern Standard Time or Eastern Daylight-saving Time) and ask to speak to super enquiries
- write to us at
Australian Taxation Office
PO Box 3578
ALBURY NSW 2640
AUSTRALIA

If you do not speak English well and need help from the ATO, phone the Translating and Interpreting Service on **13 14 50**.

If you are deaf or have a hearing or speech impairment, phone us through the National Relay Service (NRS) on the numbers listed below, and ask for the ATO number you need:

- TTY users, phone **13 36 77**. For ATO 1800 free-call numbers, phone **1800 555 677**.
- Speak and Listen users, phone **1300 555 727**. For ATO 1800 free-call numbers, phone **1800 555 727**.
- Internet relay users, connect to the NRS at **relayservice.com.au**

OUR COMMITMENT TO YOU

We are committed to providing you with accurate, consistent and clear information to help you understand your rights and entitlements and meet your obligations.

If you follow our information in this publication and it turns out to be incorrect, or it is misleading and you make a mistake as a result, we must still apply the law correctly. If that means you owe us money, we must ask you to pay it but we will not charge you a penalty. Also, if you acted reasonably and in good faith we will not charge you interest.

If you make an honest mistake in trying to follow our information in this publication and you owe us money as a result, we will not charge you a penalty. However, we will ask you to pay the money, and we may also charge you interest. If correcting the mistake means we owe you money, we will pay it to you. We will also pay you any interest you are entitled to.

If you feel that this publication does not fully cover your circumstances, or you are unsure how it applies to you, you can seek further assistance from us.

We regularly revise our publications to take account of any changes to the law, so make sure that you have the latest information. If you are unsure, you can check for more recent information on our website at **ato.gov.au** or contact us.

This publication was current at **March 2014**.



WHEN COMPLETING THIS APPLICATION

- Print clearly in BLOCK LETTERS using a **black or blue pen** only.

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- Place in all applicable boxes.

Section A: Reason for application

1 Why are you applying for payment of unclaimed super?

- I am 65 years or older.
- I am a former temporary resident as I previously held a temporary visa that has ceased to be in effect (has expired or been cancelled) for at least six months and, in respect of that visa, it has been at least six months since I left Australia.
- I am a non-member spouse.
- I have had super transferred to the ATO as a small or insoluble lost member account.
- I have been diagnosed with a terminal medical condition and I am not a former temporary resident (refer to the instructions for information about the documents you **must** supply).

Section B: Your details

2 Tax file number

! We are authorised under the *Taxation Administration Act 1953* to collect your tax file number (TFN). You are not required by law to provide your TFN. However, quoting your TFN may reduce the risk of administrative errors that could delay the processing of your application.

3 Current legal name

Title: Mr Mrs Miss Ms Other

Family name

First given name

Other given name

4 Previous names

! If there is insufficient space, write details on a separate page and include it with this form.

Title: Mr Mrs Miss Ms Other

Family name

First given name

Other given name

! Remember to provide certified evidence of your name change – Australian marriage and change of name certificates do not need to be certified.

5 Sex Male Female

6 Date of birth / /

7 Residential address

Suburb/town/locality

State/territory

(Australia only)

Postcode

(Australia only)

Country if outside Australia

8 Postal address (if this is the same as residential address, write 'AS ABOVE')

Suburb/town/locality

State/territory

(Australia only)

Postcode

(Australia only)

Country if outside Australia

9 Previous Australian residential addresses

! If there is insufficient space, write details of your previous addresses on a separate page and include it with this form.

Address 1

Suburb/town/locality

State/territory

Postcode

Address 2

Suburb/town/locality

State/territory

Postcode

10 Phone and fax numbers (include country code if outside Australia)

Daytime number

(Country code) (Area code) (Phone number)

After hours

(Country code) (Area code) (Phone number)

Fax

(Country code) (Area code) (Fax number)

11 Email address

12 Have you previously held a temporary visa?

No Go to section D: Employer details.

Yes Go to section C: Visa details.

Section C: Visa details

Complete this section if you are a former temporary resident.

13 Passport details you previously used to enter Australia as a temporary visa holder

Passport number

Country of issue

Visa class

14 Current residency and immigration status


Australian citizen

New Zealand citizen

Permanent Australian resident

Current temporary visa holder Visa class

Other – your current citizenship Details

 If you are now an Australian citizen or a permanent Australian resident, you must answer question 15. Otherwise, go to section D: Employer details.

15 Did you last leave Australia or hold a temporary visa after 30 June 2007?

No

Yes

 When you have completed this question, go to section D: Employer details

Section D: Employer details

16 Previous employer details

! If you have more than one employer, write all details on a separate page and include it with this form. Only include employer details which are relevant to this claim.

Business name

Australian business number (ABN) (if known)

Address

Suburb/town/locality

State/territory

Postcode

Occupation

Period of employment: From ^{Day} / ^{Month} / ^{Year} to ^{Day} / ^{Month} / ^{Year}

Section E: Super fund details

17 Super fund details

! If you have more than one super fund, write all details on a separate page and include it with this form.

Super fund name

Account number

Address

Suburb/town/locality

State/territory

Postcode

Account balance \$,,.

Period of account: From ^{Day} / ^{Month} / ^{Year} to ^{Day} / ^{Month} / ^{Year}

Unique superannuation identifier (USI)

Section F: Your supporting documents

! You must provide us with copies of the relevant documents listed in this section to support your application. Refer to section F of the instructions for information about certifying copies.

18 Proof of visa and passport details you used to enter and leave Australia as a temporary visa holder

! Only answer this question if you completed section C. Otherwise, go to question 19.

Provide a copy of both the following documents:

your expired temporary visa

your passport showing your photograph and identification pages and the page showing your departure stamp from Australia if received.

19 Proof of identity

You must supply copies of two of the documents below (refer to section F of the instructions for information about certifying copies) - at least one must be from list 1.

❗ If you completed question 18, you will only need to provide one more document from either of the lists below.

LIST 1

- current Australian drivers licence issued under state or territory law
- current Australian passport
- current overseas passport
- birth certificate or birth extract
- citizenship certificate issued by the Australian government
- citizenship certificate issued by the New Zealand government
- pensioner concession card issued by Centrelink that entitles you to financial benefits

❗ If you have changed your name you must also provide certified evidence of your name change - Australian marriage and change of name certificates do not need to be certified.

LIST 2

- Letter from Centrelink about a government assistance payment
- notice issued by an Australian government, state or territory authority within the past 12 months that contains your name and residential address – for example:
 - an ATO notice of assessment
 - a rates notice from local council
- Australian bank, credit union or building society account statement, less than one year old, that shows your name and residential address and matches your current address details provided on this form
- Australian firearm licence
- Medicare card
- overseas drivers licence (the address listed on the licence must match the current address details provided on this application)
- overseas government identification card
- National photo identification card
- Marriage certificate

❗ Any document you supply as evidence to verify change of name, is not classified as a second document. You must still provide an additional proof of identity document.

20 Proof of ownership

❗ You do **not** need to provide a proof of ownership document if your application is for either:

- an amount up to \$10,000 **and** you have quoted your TFN on this form, or
- any amount paid to us where you were a former temporary resident who left Australia.

In some circumstances we may need to contact you to request further evidence of proof of ownership to enable us to process your claim, even where you have supplied your TFN on this form.

If you have not quoted your TFN or your application is for an amount over \$10,000, you must provide a certified copy of one of the following documents:

- correspondence from your super fund (on the super fund's letterhead) linking you to the account as the rightful owner or certifying that you are the rightful owner
- correspondence from your employer (on the employer's letterhead) who contributed super on your behalf, confirming your employment and linking you with the super fund or certifying that you are the rightful owner of the super
- a document (for example, a bank statement or utilities bill) linking you to the last known address held by the super fund.

❗ If this application is for unclaimed super paid to us by more than one super fund, you must supply documentation to prove you are the rightful recipient for each account more than \$10,000.

Section G: Payment options

Nominate who the payment of unclaimed super is to be paid to. Refer to section G in the instructions for information regarding payment options.

! If you are a former temporary resident requesting payment of unclaimed super money and you do not reside in Australia, you can only receive payment by cheque.

Option 1

Electronic funds transfer (EFT)

We need your Australian financial institution details to pay you unclaimed super money, even if you have provided them to us before. Write the BSB number, account number and account name below.

BSB number (must be six numbers) Account number

Account name

Option 2

Payment by cheque to you

Payment will be sent to the postal address identified in section B.

Option 3

If you are eligible to choose to have your unclaimed super money paid to a complying super plan, you can do this online at ato.gov.au/superseeker

Payment to a complying super plan

Super fund name (provide the full name)

Superannuation fund ABN

Superannuation fund postal address

Suburb/town/locality

State/territory

Postcode

Superannuation fund contact phone number (including area code)

Member account name

Member account number

Unique superannuation identifier (USI)

! Remember to ask your super fund if they will accept the amount, if fees or charges apply and for any other information about how a payment may affect your benefits including death and disability insurance.

(Disclaimer: This information does not constitute financial advice. If you need financial assistance, seek professional advice.)

You can view and actively manage your super accounts online at ato.gov.au/superseeker.

This service may enable you to:

- complete and submit a fund nomination form enabling the transfer of any ATO-held money to your superfund
- consolidate your super-fund-held accounts.

Section H: Declaration

Privacy

The ATO is a government agency bound by the *Privacy Act 1988* in terms of collection and handling of personal information and tax file numbers (TFNs). For further information about privacy law notices please go to ato.gov.au/privacy

I declare that:

- *I am the owner of the unclaimed super*
- *The information given on this application, including any attachments, is true and correct*
- *Neither I nor any representative on my behalf has made a previous claim for the unclaimed super claimed in this application*
- *I authorise and direct the Australian Taxation Office to pay the unclaimed super amount as requested in section G.*

Name (Print in BLOCK LETTERS)

Signature

Date

Day

Month

Year

| | | | | | | | | | |
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|----------------------|----------------------|---|----------------------|----------------------|---|----------------------|----------------------|----------------------|----------------------|

The tax law imposes heavy penalties for giving false or misleading information.

Lodging your application

We will contact you if we need you to supply more information about your claim.

Send your completed application, including any attachments and supporting documents, to us at:

Australian Taxation Office
PO Box 3578
ALBURY NSW 2640
AUSTRALIA

