

# Your Rollover Form

**Use this form** to transfer your whole balance from another superannuation fund into Russell SuperSolution.

By completing this form, you will request the transfer of the **WHOLE** balance of your superannuation benefits between funds.


This form can **NOT** be used to transfer part of the balance of your superannuation benefits.

This form will **NOT** change the fund to which your employer pays your contributions. The Standard Choice Form must be used by you to change funds.

## Before completing this form

- » Read the important information below.


## When completing this form

- » Refer to these instructions where a question shows a message like this: 
- » Print clearly in **BLOCK LETTERS**.

## After completing this form

- » Sign the authorisation.
- » Attach the appropriately certified proof of identity documents.
- » Review the checklist below.
- » Send the request form to your **TO** fund or **FROM** fund.

### Important Information

-  This transfer may close your account (you will need to check this with your **FROM** fund).

#### This form can **NOT** be used to:

- » transfer part of the balance of your superannuation benefits
- » transfer benefits if you don't know where your superannuation is
- » transfer benefits from multiple funds on this one form – a separate form must be completed for each fund you wish to transfer superannuation from
- » change the fund to which your employer pays contributions on your behalf
- » open a superannuation account, or
- » transfer benefits under certain conditions or circumstances, for example if there is a superannuation agreement under the *Family Law Act 1975* in place.

## Checklist

- Have you read the important information?
- Have you considered where your future employer contributions will be paid?
- Have you completed all of the mandatory fields on the form?
- Have you signed and dated the form?
- Have you attached the certified documentation including any linking documents if applicable?

## What happens to my future employer contributions?

Using this form to transfer your benefits will not change the fund to which your employer pays your contributions but may terminate your membership of the fund you are transferring your benefits **FROM**.

If you wish to change the fund into which your contributions are being paid, you will need to speak to your employer about Choice. For the appropriate forms and information about whether you are eligible to choose the fund to which your employer contributions are made, visit [www.ato.gov.au/super](http://www.ato.gov.au/super) or call the Australian Taxation Office on **13 10 20**.

## Things you need to consider when transferring your superannuation

When you transfer your superannuation from a fund, your entitlements under that fund may cease. You need to consider all relevant information before you make a decision to transfer your superannuation from a fund. If you ask for information, your superannuation provider must give it to you. Some of the points you may consider are:

- » **Fees** – your **FROM** fund must give you information about any exit or withdrawal fees. If you are not aware of the fees that may apply, you should contact your fund for further information before completing this form. The fees could include administration fees as well as exit or withdrawal fees. The Russell SuperSolution Master Trust (“Russell SuperSolution”) does not charge establishment or contribution fees on transfer. Differences in fees funds charge can have a significant effect on what you will have to retire on. For example a 1% increase in fees may significantly reduce your final benefit.
- » **Death and disability benefits** – your **FROM** fund may insure you against death, illness or an accident which leaves you unable to return to work. If you choose to leave your current fund, you may lose any insurance entitlements you have. Other funds may not offer insurance, or may require you to pass a medical examination before they cover you. When considering a new fund, you may wish to check the costs and amount of any cover offered.
- » If your **FROM** fund is not a public offer fund, you may not be able to rejoin that fund.



*In preparing this form the Trustee has not taken into account the investment objectives, financial situation and particular needs (“financial circumstances”) of any person. Accordingly, before making a decision to transfer your super from another superannuation fund into Russell SuperSolution you should read the current Product Disclosure Statement and seek advice tailored to your own financial circumstances.*

## What happens if I do not quote my tax file number (TFN)?

Under the Superannuation Industry (Supervision) Act 1993, your superannuation fund is authorised to collect your tax file number (TFN), which will only be used for lawful purposes.

These purposes may change in the future as a result of legislative change. The trustee of your superannuation fund may disclose your TFN to another superannuation provider, when your benefits are being transferred, unless you request the trustee of your superannuation fund in writing that your TFN not be disclosed to any other superannuation provider.

It is not an offence not to quote your TFN. However giving your TFN to your superannuation fund will have the following advantages (which may not otherwise apply):

- » your superannuation fund will be able to accept all types of contributions to your account(s);
- » the tax on contributions to your superannuation account(s) will not increase;
- » other than the tax that may ordinarily apply, no additional tax will be deducted when you start drawing down your superannuation benefits; and
- » it will make it much easier to trace different superannuation accounts in your name so that you receive all your superannuation benefits when you retire.

Your TFN will otherwise remain confidential.

## Completing proof of identity

You will need to provide documentation with this transfer request to prove you are the person to whom the superannuation entitlements belong.

### Acceptable documents

The following documents may be used.

#### EITHER

##### One of the following documents only:

- » driver's licence issued under State or Territory law
- » passport

#### OR

##### One of the following documents:

- » birth certificate or birth extract
- » citizenship certificate issued by the Commonwealth
- » pension card issued by Centrelink that entitles the person to financial benefits

AND

##### One of the following documents:

- » letter from Centrelink regarding a Government assistance payment
- » notice issued by Commonwealth, State or Territory Government or local council within the past twelve months that contains your name and residential address. For example:
  - Tax Office Notice of Assessment
  - Rates notice from local council

## Have you changed your name or are you signing on behalf of another person?

If you have changed your name or are signing on behalf of the applicant, you will need to provide a certified linking document. A linking document is a document that proves a relationship between two (or more) names.

The following table contains information about suitable linking documents.

| Purpose                           | Suitable linking documents   |
|-----------------------------------|--|
| Change of name                    | Marriage certificate, deed poll or change of name certificate from the Births, Deaths and Marriages Registration Office. |
| Signed on behalf of the applicant | Guardianship papers or Power of Attorney   |

## Certification of personal documents

All copied pages of ORIGINAL proof of identification documents (including any linking documents) need to be certified as true copies by any individual approved to do so (see below).

The person who is authorised to certify documents must sight the original and the copy and make sure both documents are identical, then make sure all pages have been certified as true copies by writing or stamping 'certified true copy' followed by their signature, printed name, qualification (eg Justice of the Peace, Australia Post employee, etc) and date.

The following can certify copies of the original as **true and correct** copies:

- » a permanent employee of Australia Post with five or more years of continuous service
- » a finance company officer with five or more years of continuous service (with one or more finance companies)
- » an officer with, or authorised representative of, a holder of an Australian Financial Services Licence (AFSL), having five or more years continuous service with one or more licensees
- » a notary public officer
- » a police officer
- » a registrar or deputy registrar of a court
- » a Justice of the Peace
- » a person enrolled on the roll of a State or Territory Supreme Court or the High Court of Australia, as a legal practitioner
- » an Australian consular officer or an Australian diplomatic officer
- » a judge of a court
- » a magistrate, or
- » a Chief Executive Officer of a Commonwealth court.

## Where do I send the form?

You can send your completed and signed form with your certified proof of identity documents to either fund.


### ! More information

For more information about Superannuation, visit the:

- » Australian Securities and Investments Commission website at [www.fido.asic.gov.au](http://www.fido.asic.gov.au), or
- » Australian Taxation Office website at [www.ato.gov.au/super](http://www.ato.gov.au/super)

For more information about this form, phone our Helpline on **1800 555 667**.

## Completing this form

- » Read the important information pages
- » Refer to instructions where indicated with a 
- » This form is only for whole (not part) balance transfer

## After completing this form

- » Sign the authorisation
- » Send form and certified proof of identity documents to either your **TO** or **FROM** fund.

## Personal details

Title:  Mr  Mrs  Miss  Ms Other:

\*Family name:


\*Given names:

Other/previous names:

\*Date of Birth:  /  /

Tax file number:

Under the *Superannuation Industry (Supervision) Act 1993*, you are not obliged to disclose your tax file number, but there may be tax consequences.

 See What happens if I do not quote my tax file number?

\*Gender:  Male  Female

\*Contact phone number:


## Residential address

\*Address:

\*Suburb:

\*State/Territory:  \*Postcode:

## Previous address

 If you know that the address held by your **FROM** fund is different to your current residential address, please give details below.

Address:

Suburb:

State/Territory:  Postcode:

## Fund details

### FROM

\*Fund name:


Fund phone number:

Membership or account number:

Australian business number (ABN):

Superannuation Product Identification Number (SPIN):

Approximate account balance (optional):  \$

 If you have multiple account numbers with this fund, you must complete a separate form for each account you wish to transfer.

### TO

\*Fund name:

\*Fund phone number:

\*Member/Investor number:

Australian business number (ABN):

Superannuation Product Identification Number (SPIN):

## Proof of Identity

 See 'Completing proof of identity'

I have attached a certified copy of my driver's licence or passport

OR

I have attached certified copies of both:

Birth/Citizenship Certificate or Centrelink Pension Card

AND

Centrelink payment letter or Government or local council notice (less than 1 year old) with name and address

## Authorisation

By signing this request form I am making the following statements:

- » I declare I have fully read this form and the information completed is true and correct
- » I am aware I may ask my superannuation provider for information about any fees or charges that may apply, or any other information about the effect this transfer may have on my benefits, and do not require any further information.
- » I authorise my **FROM** fund to provide personal information to representatives of my **TO** fund regarding the progress of my rollover.
- » I discharge the superannuation provider of my **FROM** fund of all further liability in respect of the benefits paid and transferred to my **TO** fund.

I request and consent to the transfer of superannuation as described above and authorise the superannuation provider of each fund to give effect to this transfer.

\*Name (Print in BLOCK LETTERS):

\*Signature: \_\_\_\_\_

\*Date:  /  /

**Please note: Your Rollover Form may not be processed until after the competition closes on 30 October 2009.**

**IN-CONFIDENCE – when completed**

\*Denotes mandatory field. If you do not complete all of the mandatory fields, there may be a delay in processing your request. JS 6676-03.2007

Please return just this page  
to Russell SuperSolution  
Consolidate Your Super  
Reply Paid 3279  
SYDNEY NSW 2001