

Super Savings

Departing Australia Superannuation Payment (DASP) Additional Information

Please note:

If you have ceased work due to sickness or injury, call us on **+61 7 3516 1009** before proceeding.



Are you eligible to complete this form?

If you've entered Australia on an eligible temporary resident visa you may be eligible to withdraw your Super Savings account as a Departing Australia Superannuation Payment (DASP) once you have left Australia. You can apply to claim your account, subject to withholding tax if you:

- are not a citizen of Australia or New Zealand or a permanent resident of Australia, and
- have left Australia and your visa has either expired or been cancelled.



Verifying your immigration status

Applying quickly and easily online

Using the Australian Taxation Office's (ATO) online facility is the easiest way to claim your benefit and there is no fee to have your immigration status verified. A link to the ATO's online application system can be found by visiting art.com.au/dasp

Complete the ATO's online application. Take note of Australian Retirement Trust's fund ABN 60 905 115 063, you'll need this for your application. If you're eligible, the ATO will contact us directly. If you're experiencing issues with the ATO's online application system you can contact the ATO on +61 2 6216 1111 or email them at DASPmail@ato.gov.au

If your account balance is \$5,000 or more, you will also need to:

- Provide certified proof of identity (for full information about certified proof of identity refer to page 3).
- A bank statement that is less than 12 months old, showing the bank name/logo and address, your name as the account holder (both first and last names), the date of the statement and the BSB and account numbers. Note this is not required for cheque payments.
- Complete and return the attached form.

What if I don't want to apply online?

If you do not want to use the ATO online facility you may need to pay a fee to have your immigration status verified.

You will need to complete the attached form, provide certified identity documents (for full information about certified proof of identity refer to page 3) and provide proof of your immigration status.

If your account balance is **less than \$5,000** you must:

- Provide a certified copy of your passport showing the departure from Australia stamp, and
- A certified copy of your expired or cancelled Australian visa.

OR

- Provide Form 1194 - Certification of Immigration Status and/or request to cancel a Temporary Resident visa from the Department of Home Affairs (a fee is payable when you lodge your application). A link to the DIBP form can be found by visiting immi.homeaffairs.gov.au

If your account balance is **\$5,000 or more** you must:

- Provide Form 1194 - Certification of Immigration Status and/or request to cancel a Temporary Resident visa from the Department of Home Affairs (a fee is payable when you lodge your application). A link to the DIBP form can be found by visiting immi.homeaffairs.gov.au

Completing the attached form

If you are not applying through the ATO's online application system, if your balance is over \$5,000, or you are applying through an agent you need to complete the attached form.

The following describes important things to remember when completing each section of the form:

1 Personal details

Ensure you include your residential address. **Legislation states we may not be able to process your claim without it** (a PO Box is not a residential address).

Ensure you confirm when your last employer contributions are made to Australian Retirement Trust.

2 Claiming a tax deduction

Carefully consider if you want to claim a tax deduction before sending us this form.

3 Your overseas residential address

Ensure you provide us with your overseas residential address.

4 Visa information

Ensure you provide us with details for all visas you have held while working in Australia.

5 Payment details

Provide us with the details of the account you would like us to pay to. Refer to page 3 or go to ato.gov.au for details on tax.

6 Proof of identity

For full information about certified identification, please refer to page 3.

7,8 Checklist & Authorisation and declaration

Use the checklist to double check everything is complete. Then read the statements and sign.

Mail your completed form and any required documents to GPO Box 2924 Brisbane Qld 4001. We're unable to accept faxed or scanned copies.

Once we receive your completed documents and confirm you are eligible to access your super, we will pay your benefit less any withholding tax.

Important information

This form is to be used if you are not applying through the ATO's online application system, if your balance is over \$5,000, or you are applying through an agent.

Proof of identity requirements

- You can get your documents certified before you leave Australia. If you need more information about proof of identity requirements, visit art.com.au/id for further details.

What is an acceptable identification document?

To verify your identity please attach a certified copy of:

- Your current driver's licence, current passport or current national identity card that contains your photo, name and **EITHER** residential address **OR** date of birth (**please copy and certify both front and back sections if relevant**), **OR**
- Your birth certificate, Australian birth extract, Citizenship certificate or current Department of Human Services pension or health care card **AND** a current rates, electricity or gas notice (no more than 3 months old) or assessment from the Australian Taxation Office (no more than 12 months old) or a financial benefits notice from the Commonwealth, a state or a territory (no more than 12 months old) showing your name and current residential address.

What if you don't have a passport or driver's licence?

If you're unable to provide a passport or driver's licence, you must provide a certified copy of:

Your citizenship certificate issued by a government **OR** your birth certificate

AND

A notice that:

- was issued to you by the ATO within the previous 12 months such as a tax assessment, **AND**
- contains your name and your residential address, **AND**
- records a debt payable to or by you by or to (respectively) the Commonwealth under Commonwealth law relating to taxation.

What do we mean by certified?

We understand you'll want to provide us with copies of your ID documents, rather than the originals. That's fine, but you must have them 'certified' within the last 12 months. This means the certifier must:

- Sight the original and the copy to make sure both documents are identical, and
- Write or stamp 'certified true copy of original document' on each page, and
- Sign and print their name, qualification (e.g. Justice of the Peace, Australia Post employee), and the date on each page of the document.

How your proof of identity document should look. (See example above right.)

- Copy of the document that identifies you.
- 'Certified true copy' written or stamped and signature of authorised person.
- Authorised person's stamp and registration number (if applicable).
- Name, qualification and phone number of authorised person.
- Date of authorisation that is no more than 12 months old.



Your benefit claim cannot be processed if the person certifying the documents doesn't provide the required information.

Who can certify your ID if you live overseas?

If your benefit claim is submitted from outside Australia, we can only accept certified ID that are signed by one of the following people:

- Police officer of an overseas force.
- A Notary public.
- Judge of a court in an overseas jurisdiction.
- Magistrate in an overseas jurisdiction.
- An Australian consular officer or an Australian diplomatic officer (within the meaning of the *Consular Fees Act 1955*).

We also require evidence of the certifier's status. Examples of what is acceptable include:

- Police Officer: Details of their police badge number.
- Judge or Magistrate: Certificate of their appointment to their position.

For a full list of who can certify, including overseas certifiers, please visit art.com.au/id for more information.

Have you recently changed your name?

If you have changed your name and you have not previously let us know you will need to provide a certified copy of your marriage certificate, deed poll or change of name certificate, decree nisi or other document satisfactory to us.

Important notes on identification:

- We reserve the right to request additional information to verify your identity before paying your claim.
- We can't accept documents which have expired. If an expired document is received, we'll not be able to process your claim until suitable identification has been provided.
- If you're providing a document that is not in English, you'll also need to provide an English translation prepared by an accredited translator. For further information on this, please call us on **13 11 84** or **+61 7 3516 1009** (if overseas).
- If signing on behalf of the member, certified copies of Guardianship papers or proof of Power of Attorney are required.

Providing your Tax File Number (TFN)

Under the *Superannuation Industry (Supervision) Act 1993*, your superannuation fund is authorised to collect your 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 is not to be disclosed to any other superannuation provider. 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'll receive all your superannuation benefits when you retire.

What if I don't claim within six months?

If you do not claim your super within six months of leaving Australia, or within six months of the cancellation or expiry of your visa if later, the ATO will instruct us to transfer your balance to the ATO. If this occurs, you should claim your super money from the ATO. As Australian Retirement Trust adopts the ASIC class order relief that provides disclosure exemption for former temporary residents, information regarding the transfer of a member's benefits and significant event notices may not be provided to a member whose benefit has been transferred. If you are applying to the ATO to claim your benefit and require information about the transfer, please contact us. For more information on accessing your benefit when you leave Australia, please call the ATO superannuation line on 13 10 20 (within Australia) or email DASPMail@ato.gov.au (outside Australia).

Tax treatment

Tax free component – Nil

Taxable component: Taxed element – 35% for non-working holiday maker

Taxable component: Untaxed element – 47% for non-working holiday maker

Taxable Component: Taxed and Untaxed element – 65% for working holiday maker receiving contributions on a 417 or 462 visa

*Please note that we reserve the right to request additional information before processing any transfers to SMSFs. We may also contact you by telephone to confirm the details of this transfer request. Our information requirements for these payments reflect the unique regulations and risks pertaining to SMSFs as well as the Australian Retirement Trust Trustee's obligation to ensure that transfers to these funds are compliant.

Warning – illegal early release schemes Superannuation scams or early release schemes which offer to give you early access to your superannuation, often through a self-managed super fund and/or for a fee, are illegal. You cannot legally have access to the 'preserved' part of your super until you reach your 'preservation' age (ranging from 55 to 60 years of age, depending on when you were born) or meet a condition of release, such as compassionate grounds. If you do access your super early for an illegal reason, you may be subject to legal action and heavy penalties (including tax). If you receive one of these offers or want independent advice, please contact us or the ATO and report that you have been approached by an early release scheme.

For further details refer to the Proof of identity requirements at art.com.au/id
Please keep these important information pages for your records.

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Super Savings Departing Australia Superannuation Payment (DASP) Additional Information



13 11 84 | art.com.au
Reply Paid 2924
Brisbane Qld 4001

⚠ This form is only to be completed if you are not applying through the ATO's online application system, if your balance is over \$5,000, or you are applying through an agent.

Note: When completing the ATO online application, please enter our Australian Business Number (ABN) 60 905 115 063 in the Superannuation fund details section.

Important: Please provide us with as much information as possible. Please tick boxes where appropriate. Use **BLOCK** letters and dark ink when completing this form and ensure it is signed and dated. This form and supporting documentation need to be returned to Australian Retirement Trust GPO Box 2924 Brisbane QLD 4001 *DENOTES MANDATORY FIELD.

Member number

1 Member details

Title	First name*	Middle name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Last name*	Date of birth (DD/MM/YYYY)*	Gender*
<input type="text"/>	<input type="text"/>	<input type="text" value="M"/> <input type="text" value="F"/>
Street Address / PO Box*		
<input type="text"/>		
Suburb/Town*	State*	Postcode*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Home phone number	Daytime phone number*	
<input type="text"/>	<input type="text"/>	
Personal email address	Mobile phone number	
<input type="text"/>	<input type="text"/>	
Residential street address (if the same as above leave blank)*	Suburb/Town*	State* Postcode*
<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>
Other/previous names	Note: If you have changed your name, you'll need to provide a certified copy of a linking document. Please read the important notes on identification.	
<input type="text"/>		

Tax file number (TFN) details

Note: If you have not previously provided your Tax File Number (TFN) and wish to supply this, please update via Member Online or by completing the Tax File Number notification form available on our website. To protect your privacy, please do not write your TFN on this form.

2 Claiming a tax deduction

If you're aged over 67, you'll need to meet the Work Test¹ in order to claim a tax deduction on voluntary after-tax contributions. This eligibility requirement will be assessed by the Australian Taxation Office (ATO) when you submit your income tax return. The contribution you're claiming a tax deduction on must have been received by Australian Retirement Trust prior to the 28th day after the end of the month you turned 75 years old.

Do you intend to claim a tax deduction?

YES If Yes, and you intend to claim a tax deduction for contributions you paid to Australian Retirement Trust, you will need to let us know using the online form in Member Online before submitting this form or complete a Notice of Intent to Claim a Tax Deduction form from ato.gov.au to submit with this withdrawal request. Please also indicate the relevant financial year here:

NO If No, go to Section 3

Relevant Financial Year (YYYY/YYYY)

Please note: If you intend to claim a tax deduction for voluntary after-tax contributions paid to your Super Savings account, it's important you let us know BEFORE we make your payment. If you close your account, income tax laws don't allow us to complete any future requests for tax deductions. If you make a partial withdrawal or transfer, the maximum amount you can later claim a tax deduction for is the reduced contribution amount remaining with us. If you intend to claim a tax deduction, you can let us know by completing the online form in Member Online or send us a completed Notice of Intent to Claim a Tax Deduction form from ato.gov.au and we'll send you confirmation to include with your tax return.

¹ You must work at least 40 hours over a period of 30 consecutive days, during the income year the contributions were made (or during the previous financial year, under a one-off exemption available to members with a 'total superannuation balance' under \$300,000).

3 Your overseas residential address

Under current legislation we require your overseas residential address.

Street address*			
<input type="text"/>			
Suburb/Town*	State*	Postcode*	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

➔ Please continue over page

4 Visa information Working holiday maker

Please note if you have applied for a Certificate of Immigration Status from Department of Immigration and Border Protection (DIBP), you don't need to provide visa information as DIBP will provide this information to us in the certificate.

If you've held either of the following two visas you need to provide visa information so we can accurately assess your application:

- Working holiday visa (subclass 417)
- Work and holiday visa (subclass 462)

List details for all visas you have held while working in Australia (including bridging visas), starting with subclass 417 or 462 visa.

Visa subclass	Visa type
<input type="text"/>	<input type="text"/>

Effective from	Effective to
Day Month Year	Day Month Year
<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>

Visa subclass	Visa type
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Effective from	Effective to
Day Month Year	Day Month Year
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Visa subclass	Visa type
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Visa subclass	Visa type
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Visa subclass	Visa type
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Visa subclass	Visa type
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Visa subclass	Visa type
<input type="text"/>	<input type="text"/>

Effective from	Effective to
Day Month Year	Day Month Year
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If you have held more visas while working in Australia, write the details on a separate page and include it with this application.

The visa information you provide may be checked against information held by the DIBP. Your application may take longer if your information does not match information held by DIBP.

[➔ Please continue over page](#)

5 Payment details

If your payment is approved we will pay directly into your Australian bank or credit union account. Please also be aware that money can't be paid into a credit card account, third party account or an overseas account.

Please complete the sections below for the account you would like us to pay to and provide proof of your account.

Financial institution*

Name on the account*

BSB number*

Account number*

AND I have attached:

a copy of a document prepared by my Australian bank or credit union showing my BSB number, account number, account name and address, and is no more than 12 months old.

Important: For us to pay your benefit into your Australian bank or credit union account we require you to provide a document from them, such as a statement or online statement. The document must be current and no more than 12 months old and show your BSB, account number, account name and address. A copy of the original document can be accepted and doesn't need to be certified. Your claim cannot be processed via direct transfer without this.

Money cannot be paid into a credit card account, third party account or an overseas account. We will take care to ensure your money is paid in accordance with the details you have provided. However, we accept no responsibility for any loss which occurs as a result of incorrect account details you provide us.

If the bank or credit union rejects the payment of your money, or if you don't provide proof of your account, we'll pay you by cheque and may take longer than payments made electronically.

6 Proof of identity*

For balances OVER \$5,000 you must provide your proof of identity to Australian Retirement Trust before your benefit will be paid.

I've attached a **certified** copy of my proof of identity (if applicable)

Certification

All copies of ORIGINAL proof of identity documents must be certified as true copies by someone approved to do so and no more than 12 months old. More information about acceptable proof of identity documents and who can certify them is provided on page 3.

7 Checklist

Before we can pay your benefit, please make sure you have:

Completed the ATO's online application if you are applying online.

When completing the ATO online application, please enter our Australian Business Number (ABN) 60 905 115 063 in the Superannuation fund details section. If you're not applying using the ATO's online application system or are applying offline please refer to page 1 for requirements.

Completed all mandatory sections of this form.

Attached your proof of identity and bank documents (if applicable).

Certified proof of identity is only required if your balance is **more than** \$5,000. All documents and document certifications must be in english or be translated by an accredited translator.

Important

Please note: Providing us with your tax file number (TFN) is not mandatory, however additional tax may be deducted from your payment if you've not provided your TFN. Contact the Australian Taxation Office (ATO) on 13 10 20 for more information about tax on your payment. Please refer to page 3 for more information of the tax treatment of DASP claims.

8 Authorisation and declaration Sign this form and return to Australian Retirement Trust:

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 to the best of my knowledge and belief.
- I am aware of taxes that may apply.
- I was a temporary resident of Australia and I am not an Australian or New Zealand citizen or permanent resident of Australia.
- I have made an online application to the Australian Taxation Office (ATO) to release my superannuation benefit.

Member to sign here*



Full name (print in BLOCK letters)*

Date (DD/MM/YYYY)*

 Please return the form to
Australian Retirement Trust
Reply Paid 2924 Brisbane Qld 4001

We are committed to respecting your privacy and take protecting the privacy of personal information seriously. Our Privacy Policy sets out how we do this including how we collect, hold and disclose personal information. For a copy of the Privacy Policy, please visit art.com.au/privacy or call 13 11 84.