

## Super Savings

# Departing Australia Superannuation Payment (DASP) Additional Information

### Claim your super when you leave Australia

If you entered Australia on an eligible temporary resident visa you can claim your Australian super benefits (what is known as your departing Australia superannuation payment), once you have permanently left Australia. This payment is for temporary residents only, so if you are an Australian or New Zealand citizen, or a permanent resident, this payment does not apply to you.



#### How to make a claim

##### 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](http://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](mailto:DASPMail@ato.gov.au)

If your account balance is \$5,000 or more, you will also need to provide certified proof of identity or a Selfie ID (refer to page 3 for details).

##### 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, prove your identity (refer to page 4) and provide proof of your immigration status.

If your account balance is **less than \$5,000** you'll need to provide a copy of:

- The page of your passport showing your departure from Australia stamp, and
- Your expired or cancelled Australian visa (or evidence of such a visa that has ceased to be in effect).

##### OR

- Provide a written statement from the Department of Home Affairs known as 'Certification of Immigration Status – 1194'. To obtain this statement the member will need to download and complete the 'Certification of Immigration status – 1194' form available from the Home Affairs website at [homeaffairs.gov.au](http://homeaffairs.gov.au). Fees may apply.

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

- Provide a written statement from the Department of Home Affairs known as 'Certification of Immigration Status – 1194'. To obtain this statement you will need to download and complete the 'Certification of Immigration status – 1194' form available from the Home Affairs website at [homeaffairs.gov.au](http://homeaffairs.gov.au). Fees may apply.



#### 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. 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](mailto:DASPMail@ato.gov.au) (outside Australia).



#### How is the DASP taxed?

Your super balance generally consists of two different components:

- Taxable component (generally made up of employer contributions, salary sacrifice and investment returns). Tax is deducted at 35%, or 65% if you received super contributions while you're on a Working Holiday Maker visa<sup>1</sup>.
- Tax-free component (member after-tax contributions). No tax is deducted from this component of your DASP.

The rate of tax isn't based on your age or work/retirement status and is deducted before the lump sum payment is made to you. The DASP does not need to be included in your Australian tax return.

<sup>1</sup>1A Working Holiday Maker is a person on visa subclass 417 (Working Holiday) and 462 (Work and Holiday) (backpackers) and associated bridging visa. Refer to the Department of Home Affairs ([www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)).

# 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.

**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. \*DENOTES MANDATORY FIELD.

**Member number**

## 1 Member details

Title	First name/s*	Last name*		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Previous name <sup>1</sup> (if we know you by another name)				Date of birth (DD/MM/YYYY)*
<input type="text"/>				<input type="text"/>
Residential address (must not be a Post Office Box)*				
<input type="text"/>				
Suburb/Town*	State*	Postcode*	Country*	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Daytime Phone Number*		Mobile Phone Number		
<input type="text"/>		<input type="text"/>		
Email address				
<input type="text"/>				
Postal address (if the same as above leave blank)				
<input type="text"/>				
Suburb/Town*	State*	Postcode*	Country*	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Previous Australian residential address (the last address you confirmed with us before leaving Australia).				
<input type="text"/>				
Suburb/Town*	State*	Postcode*		
<input type="text"/>	<input type="text"/>	<input type="text"/>		

1 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.

## 2 Visa Type

Please indicate if you held one of the following visas:

417 Working Holiday Visa       462 Work and Holiday Visa       An associated bridging visa for the above.

➔ Please continue over page

### 3 Payment details

If your payment is approved we will pay directly into your Australian bank or credit union account.

**Please complete the sections below for the account you would like us to pay to**

Please ensure the Australian bank, building society or credit union account details provided are accurate and written clearly. We may not be able to recover funds paid to an incorrect account where incorrect details are provided below.

We can only deposit amounts into an account held in your name or jointly in your name.

Name on account\*

Branch (BSB) number\*

Australian bank account number\*

Name of financial institution\*

Money cannot be paid into a credit card account or third party 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.

### 4 Proof of identity\*

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

Or

I've attached my Selfie ID documents

#### Certification

More information about acceptable proof of identity documents and who can certify them is provided on page 4.

### 5 Checklist

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

#### Attached proof of visa cancellation

For DASP requests for amounts less than \$5,000 this includes:

- the page of your passport showing your departure from Australia stamp, and
- your expired or cancelled Australian visa (or evidence of such a visa that has ceased to be in effect).

Or

- A written statement from the Department of Home Affairs known as 'Certification of Immigration Status – 1194'. To obtain this statement the member will need to download and complete the 'Certification of Immigration status – 1194' form available from the Home Affairs website at [homeaffairs.gov.au](http://homeaffairs.gov.au)

For DASP requests for amounts of \$5,000 or more this includes:

- A written statement from the Department of Home Affairs known as 'Certification of Immigration Status – 1194'. To obtain this statement the member will need to download and complete the 'Certification of Immigration status – 1194' form available from the Home Affairs website at [homeaffairs.gov.au](http://homeaffairs.gov.au)

#### Attached your proof of identity documents

### 6 Authorisation and declaration

Sign this form and return to Australian Retirement Trust:

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

- I am the person named on this form, or have a power of attorney to act on the member's behalf.
- I declare I have fully read this form and the information completed is true and correct.
- I was a temporary resident of Australia and I am not an Australian or New Zealand citizen or permanent resident of Australia.
- I am aware of taxes that may apply.

#### Important

1 If you are providing a certified copy of your proof of identity, you must submit this form and your proof of identity via post.

If you are proving your identity via a Selfie ID, you can upload this form and your Selfie ID at [art.com.au/upload](http://art.com.au/upload)

Member to sign here\*



Date\*

Please sign in blue or black pen. We only accept digital signatures via DocuSign and Adobe Sign, with an audit trail.

Send your completed form and proof of identity to us by:

**Australian Retirement Trust**  
Reply Paid 2924 Brisbane QLD 4001

You can upload your forms securely<sup>1</sup> using our website at [art.com.au/upload](http://art.com.au/upload)

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](http://art.com.au/privacy) or call 13 11 84.

## Important information

To protect your super, we need to check your identity document before a payment can be made. You have two options.



### Option 1 - Selfie ID

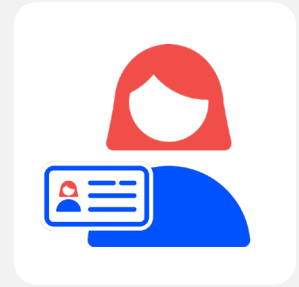
A Selfie ID image (a "Selfie ID" is a photo of you holding your ID (identity document)). This must be accompanied by a separate, clear photo of your ID.

1. Take a selfie with your identification document (eg. passport or your current driver's licence (front and back)).
2. Take a separate, clear photo of your ID.
3. Send us the photo files (in .jpg or .png).

Make sure your selfie is clear enough that we can see your face and read the writing on your ID. Acceptable ID includes one of the following:

- Current Australian or foreign driver's licence (front and back)
- Passport including signature page and personal details page

You can upload your Selfie ID and completed form securely using our website at [art.com.au/upload](https://art.com.au/upload)



### Option 2 - Certified Copy of identity documents (post only)

A certified copy of your

1. Passport including signature page and personal details page OR
2. Current driver's licence (front and back).

#### 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:

1. Sight the original and the copy to make sure both documents are identical, and
2. Write or stamp 'certified true copy of original document' on each page, and
3. 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 certified proof of identity document should look. (See example to the right.)

- a) Copy of the document that identifies you.
- b) 'Certified true copy' written or stamped and signature of authorised person.
- c) Authorised person's stamp and registration number (if applicable).
- d) Name, qualification and phone number of authorised person.
- e) 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?

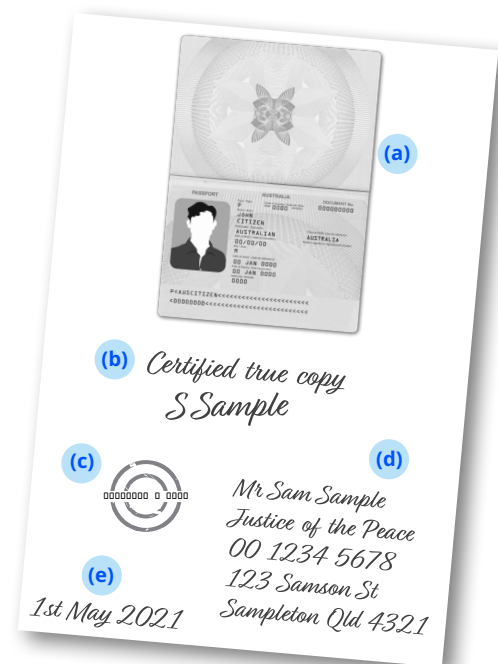
If your benefit claim is submitted from outside Australia, we can only accept certified ID that are signed by one of the following people:

1. Police officer of an overseas force.
2. A Notary public.
3. Judge of a court in an overseas jurisdiction.
4. Magistrate in an overseas jurisdiction.
5. An Australian consular officer or an Australian diplomatic officer (within the meaning of the *Consular Fees Act 1955*).
6. International Justice of the Peace (JP).
7. Registrar or deputy registrar of a court.
8. Commissioner of oaths.

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 more information, please visit [art.com.au/id](https://art.com.au/id)



#### 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.