# Access your Defined Benefit

Super is all about saving for retirement, so there are regulations about how and when you can access it.

This information is for members in the Quadrant Defined Benefits fund, the Hobart City Council (HCC) Defined Benefits fund and the Launceston City Council (LCC) Defined Benefits fund.

Our Defined Benefit funds are closed to new members. If you leave the Defined Benefit fund, you won't be able to rejoin later.

This fact sheet provides information about:

- your options when you leave the Defined Benefit fund
- when you can access your Defined Benefit savings

## Leaving the Defined Benefit fund

You must leave the Defined Benefit fund if you:

- leave the employer that contributes to your Defined Benefit account
- retire from the workforce or
- reach the Defined Benefit fund's 'normal retirement age' (even if you're still working).

| Fund | Normal retirement age[1] |
|---|---|
| Quadrant Defined Benefit fund | 65 |
| LCC Defined Benefit fund | 65 |
| HCC Defined Benefit fund | 62 |

[1]An early retirement age may be available. However, conditions apply so contact us for more information.

You can choose to leave your Defined Benefit fund at any time. However, keep in mind our Defined Benefit fund is closed to new members. If you leave, you won't be able to rejoin later.

Leaving the Defined Benefit fund may also impact your final withdrawal benefit. Always get expert advice before making a decision to leave a Defined Benefit fund.

Leaving a Defined Benefit fund doesn't automatically mean you can access your super savings. You must also meet a condition of release.

If you leave the Defined Benefit fund before you can access your super, you can either:

- transfer your benefits to a CareSuper account and invest it in one or more of our investment options
- transfer your benefits to another super fund

## Accessing your super

You can generally access your super when you:

- turn 65 (even if you're still working)
- are between 60 and 65 and are permanently retired
- stop working for an employer after turning 60, even if you're still working for another employer
- are between 60 and 65 and start a transition to retirement strategy while still working

These are called 'conditions of release'.

> The age you can access your super isn't the same age you can access the Age Pension.

## Accessing your super early

While most people wait until retirement to access their super, there are times when you may need to access it sooner.

This includes if you:

- experience severe financial hardship
- meet certain compassionate grounds
- have a terminal medical condition
- suffer permanent incapacity
- suffer temporary incapacity (in this case, you may be able to access an insured benefit only, if you have Income Protection cover and are eligible for the benefit)
- are a temporary resident departing Australia
- have a super balance under $200 and have stopped working for an employer
- are using the First home super saver scheme

Penalties apply if you illegally withdraw your super early.

For details, read our *Early access to your super* fact sheet.

> Accessing super early means less super for your retirement. Regardless of how and when you access your super, you should get advice from a licensed financial adviser first.

## How can I access my Defined Benefit?

Depending on your circumstances, you may be able to:

- access your super as a cash payment
- transfer your benefits to a CareSuper super account and invest it in one or more of our investment options – any insurance cover you have in your Defined Benefit will be converted to fixed cover and transferred to your new super account
- turn your benefits into an income stream with our retirement products
- transfer your benefits to another super fund

Your options may differ depending on whether you're retiring permanently or starting a new job. Call us on **1800 005 166** for more information.

## How are my benefits calculated?

How your benefit is calculated will depend on which Defined Benefit scheme you're part of, your age, and other circumstances, such as your years of service and average salary.

For details, read our *Defined Benefits guide*.

## Before you apply to access your super

There are some important things you should consider before applying to access your super.

- If you access your super early, you may have less money in retirement.
- Any insurance through your super account will be cancelled if you close your account.
- You may have to pay tax on your withdrawal, depending on your circumstances.
- If you want to claim a tax deduction or split your contributions with your spouse, do this before withdrawing all or part of your super. These options aren't available or will be limited for contributions you've withdrawn from CareSuper.
- Releasing super early may count towards your assessable income for income tax purposes. This can affect child support, family tax benefit and any government income support (if applicable).

### Seek advice

You should seek advice from a financial adviser to confirm if withdrawing your super will have any tax implications, and how it could affect any government income payments you may receive. If you're under 60, you may have to pay tax.

## Tax on withdrawals

Super accounts are made up of a tax-free component and a taxable component.

- The tax-free component will generally be paid out to you (or your beneficiaries) without tax being applied or withheld.
- The taxable component may have tax applied or withheld depending on your age and how the payment is made.

When you access super, the amount withdrawn is paid proportionately from both components (you can't choose which component your withdrawal is paid from).

You can check your tax components for your balance in **Member Online** or by contacting us. These amounts are also shown in your annual member statement.

### If you're 60 and over

- Super withdrawals are generally tax-free.
- You don't need to declare these amounts as assessable income when you lodge a tax return.

### If you're under 60

- You may need to pay tax when you draw money out of your account.
- Tax may apply to the taxable component of your withdrawals with a taxed element. This will be taxed at your marginal tax rate plus the Medicare levy or 22% (including the Medicare levy), whichever is lower. We'll withhold 22% at the time of the payment. If your marginal tax rate is lower, you may get some of this tax back when you lodge your personal income tax return. Taxes are generally withheld from your payment before you receive it.

In the case of compassionate grounds applications, the ATO will approve a net amount that we can pay to you. If tax needs to be paid, we'll gross up the payment amount for any applicable tax. This means the amount we withdraw from your account will be greater than the approved net amount if necessary, to account for the tax that needs to be paid.

If your benefit includes an untaxed element (such as insurance proceeds), a higher tax rate may apply. Higher tax rates will apply if you access your super as a departing temporary resident.

You may pay less tax if you access your super due to permanent disablement or terminal medical condition.

For more information about tax, read our *Defined Benefits guide*.

## How to access your Defined Benefit

Fill out a *Withdraw from your Defined Benefit* form. It's available at **caresuper.com.au/forms**.

You'll need to do this if you're:

- withdrawing your benefit
- converting your benefit into a CareSuper super account
- transferring your benefit to another fund

## How long will it take?

Withdrawal time frames depend on if you're making a full or partial withdrawal. In some cases, such as full withdrawals, we'll need to confirm information with your employer and receive your final contributions before we can process your withdrawal.

| Withdrawal type | Service standards |
|---|---|
| Part withdrawal | Generally, three days once all the required information is received. |
| Full withdrawal | Full withdrawals can take significantly longer as we'll need to confirm information with your employer and receive final employer contributions before processing your withdrawal.<br>This may take up to three weeks, depending on how long it takes for your employer to complete these steps. If an Actuary needs to be involved in calculating your benefit, it may take longer.<br>Once all required information has been received, it generally takes 3–5 days to process the withdrawal. |
| Early access to super | Longer assessment time frames apply if you're seeking to access your super early. |

### Need help?

We're here to help you make the most of your super. You can access general information, education, and personal advice about your CareSuper account at no extra cost.

If you need advice on your entire financial situation or have more complex needs, we can assist with that too. There might be an additional cost, but we'll explain any fees upfront, and you'll only pay for the services you agree to.

For more details, visit **caresuper.com.au/advice**.

**All our forms and publications are available at caresuper.com.au/forms-publications or call us, and we'll send you a copy.**

**Here to help**

**1800 005 166** (+61 3 7042 2723 if overseas)
**caresuper.com.au**

info@caresuper.com.au GPO Box 1547 Hobart TAS 7001



Issuer is CareSuper Pty Ltd ABN 14 008 650 628, AFSL 238718, the trustee of CareSuper ABN 74 559 365 913. FSWDL04 11/2024

# Withdraw from your Defined Benefit

## For Defined Benefit members only

1800 005 166
info@caresuper.com.au
GPO Box 1547, Hobart TAS 7001

Use this form to make a withdrawal, convert to a CareSuper accumulation account, or transfer to another super fund.

**Important information**

- Your insurance will cease if your total account balance is transferred to another super fund.
- Regardless of how and when you access your super, you should get advice from a licensed financial adviser first to confirm if a withdrawal will have tax or social security implications. If you're under 60, you may have to pay tax.

Our forms and fact sheets are available at **caresuper.com.au/forms**.

## Section 1

### Your details

Member number

Account number

Date of birth (DD MM YYYY)

Last name

Given name(s)

Residential address

Suburb/Town/City

State

Postcode

Preferred phone

Email

Employer

Do we have your tax file number (TFN)?

☐ Yes ☐ No, but here it is:

You don't have to provide your TFN, but you may pay extra tax or miss out on government incentives and you can't make personal contributions. Read our *Defined Benefit guide.*

## Section 2

### Your situation

**Let us know if the following applies to you:**

☐ **I've been retrenched or made redundant.**

This may impact your final benefit. We'll confirm this with your employer.

**I'm eligible to access my super because:** Select one only.

☐ **I'm aged 60-64 and have permanently retired. I don't intend to work again for 10 or more hours a week.**

**Date of your retirement** (DD MM YYYY)

☐ **I'm aged 60-64 and have ended an employment arrangement since turning 60.**

**Date your employment arrangement ended** (DD MM YYYY)

☐ **I'm unable to ever work again due to illness or injury, or I'm terminally ill.**

**Date you stopped work due to illness or injury** (DD MM YYYY)

You need to provide written opinions from two medical practitioners to support your application. For more information, read our *Early access to your super* fact sheet.

☐ **I'm applying under compassionate grounds.**

You need to apply to the Australian Taxation Office first. For more information, read our *Early access to your super* fact sheet.

☐ **None of the above.**

If you're under 65 years of age you may not be eligible to withdraw your super.

## Section 3

### Reason for requesting a payment

**I want to:**

☐ **Make a withdrawal** - you need to complete sections 4, 7 and 8.

☐ **Transfer to a CareSuper accumulation account** - you need to complete sections 5 and 8.

☐ **Transfer to another super fund** - you need to complete sections 6, 7 and 8.

☐ **Transfer to a CareSuper Retirement Income account** - you need to complete an *Open a Retirement Income account* form. Call us for more information. Go to section 8.

## Section 4

### Make a withdrawal

**I want to withdraw:**

☐ **my full account balance.**

This will close your account and any insurance cover will end. The final amount paid may vary due to investment earnings, tax and fees.

OR

☐ **an amount of $** ____________

If you're closing your defined benefit account, please also provide investment instructions for your remaining balance in section 5.

☐ **I want to receive the amount shown above after tax has been paid. Tax may be payable if you're under 60.**

**How would you like the payment made?** If you don't tell us, we'll send you a cheque.

☐ **Cheque** **OR** ☐ **pay to my bank account. Provide details below.**

**Account holder's full name – e.g. Jane Smith.**

The account must be held solely or jointly in your name. Payments can't be made to business accounts or third parties.

____________

**BSB number** ___ ___

**Account number** ____________

## Section 5

### Transfer to a CareSuper accumulation account

**I want to transfer the following amount to my CareSuper account number:**

☐☐☐☐☐☐☐☐☐

If you don't have a CareSuper account, we'll set one up for you. Read our *Member PDS* for more information.

☐ **my full account balance.**

This will close your account and any insurance cover will end. The final amount paid may vary due to investment earnings, tax and fees.

OR

☐ **an amount of $** ☐☐☐☐☐☐☐☐☐

**Invest my Defined Benefit savings as follows:**

You can choose to invest in one or a combination of different investment options. If you don't make a choice, you'll be invested in the Balanced investment option. You can change your investments, including your investment option(s) for future transactions, in **Member Online**, by calling **1800 005 166** or by completing the *Change your investments* form.

| Investment option | Investment % |
|---|---|
| **Pre-mixed options** | |
| Balanced | |
| Growth | |
| Alternative Growth | |
| Sustainable Balanced | |
| Conservative Balanced | |
| Capital Stable | |
| **Asset class options** | |
| Overseas Shares | |
| Australian Shares | |
| Property | |
| Fixed Interest | |
| Cash | |
| **Total** | **100%** |

## Section 6

### Transfer to another super fund

**I want to transfer:**

☐ **my full account balance.**
This will close your account and any insurance cover will end. The final amount paid may vary due to investment earnings, tax and fees.

**OR**

☐ **an amount of $** ____________
If you're closing your Defined Benefit account, please also provide investment instructions for your remaining balance in section 5.

**New super fund details**

**Fund name**

**Phone** | **Member number**

**USI** | **ABN**

☐ **I'm transferring to a self-managed super fund**

**Self-managed super fund name**

**ABN** | **Electronic service address (ESA)**

**Self-managed super fund bank account name**

**BSB number** | **Account number**

## Section 7

### Provide proof of identity

**Complete this section if you're:**

- making a withdrawal
- transferring to another super fund and you haven't provided your TFN in section 1.

**Please verify your identity by choosing option 1 or 2.**

☐ **Option 1 – I want to use electronic verification**

☐ I confirm that I am authorised to provide the personal details presented and I consent to my information being checked with the document issuer or official record holder via third-party systems for the purpose of confirming my identity.

**Important:** Make sure that the details you provide below exactly match your documents. If the details vary, we won't be able to verify your identity electronically.

**Provide details of any TWO of the following:**

**1. Australian driver's licence**

**Full name as appears on my driver's licence**

**My Australian driver's licence number** **State of issue** **Expiry date** (DD MM YYYY)

**Card issue number**

**2. Medicare card**

**Full name as appears on my Medicare card**

**My Medicare number** **Valid to** (MM YYYY)

**Colour of card**

☐ **Green** ☐ **Yellow** ☐ **Blue** **Your reference number on this card is** ☐

**3. Australian passport**

**Full name as appears on my passport**

**My Australian passport number**

☐ **Option 2 – I want to use paper-based verification**

☐ I've provided certified proof of identity with this form. Read our *Guide to providing proof of ID* fact sheet for more details.

☐ I confirm that I am authorised to provide the personal details presented and I consent to my information being checked with the document issuer or official record holder via third-party systems for the purpose of confirming my identity.

## Section 8

### Member declaration

**By signing this form I'm making the following statements:**

- To the best of my knowledge, the information I've provided is true and correct.
- I understand that CareSuper may contact my employer to verify answers I've given.
- I understand that I may lose benefits such as insurance if my account is closed. I've considered this and don't require any further information.
- I discharge the CareSuper trustee from any further liability in respect of my benefits paid and transferred from CareSuper.
- I consent to the use of my personal information as outlined in CareSuper's *Privacy policy* available at **caresuper.com.au/privacy-policy** or by calling us on **1800 005 166**.
- I request and consent to the payment of my benefits as described above, and authorise CareSuper to determine the tax treatment of my benefit.

**Your signature**

**Date** (DD MM YYYY)

**Return the completed, signed and dated form via:**

- **upload using the Contact Us portal in Member Online**
- **email to info@caresuper.com.au**
- **mail to CareSuper, GPO Box 1547, Hobart TAS 7001**