



## Step 4 - Tax File Number

Tax File Number

Please read the attached important information about the provision of your tax file number

## Step 5 - Proof of Identity

You will need to provide documentation with this transfer request to verify your identity. The safest and quickest option is to provide certified proof of identity with this form. Any documents you provide must be certified as true copies by a person authorised to certify documents.

### Acceptable documents

The following documents may be used.

#### EITHER

One of the following documents **only**:

- Driver's licence (with photo)
- Passport
- Proof of Age Card (eg. 18+ card with photo)
- National Identity Card

..... **OR** .....

One of the following documents:

- Birth certificate/ Extract
- Citizenship certificate
- Pension card issued by Centrelink
- Driver's licence (no photo)
- Passport (no photo)
- Proof of Age Card (eg. 18+ card without photo)
- Community leader reference for Indigenous Australians

#### AND

One of the following documents:

- Rates notice (< 12 months old)
- Telephone, Gas or Electricity Account (< 3 months old)
- Notice from school principal (child under 18) (<3 months old)
- Letter of introduction from Centrelink (<3 months old)
- Supplement Entitlement Notice from Centrelink (eg. Youth Allowance) (<3 months old)
- ATO Notice (ie. Tax Assessment Notice) (<3 months old)

### Make sure your documents are correctly certified:

All copied pages of ORIGINAL supporting documents or proof of identity documents need to be certified as true copies BY AN INDIVIDUAL APPROVED TO DO SO. They 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'; then
- Sign, print their name, qualification (eg. Justice of the Peace etc) and date.

### The following can certify proof of identity documents:

- Pharmacist
- Justice of the Peace
- Notary Public Office
- Medical Practitioner or Nurse
- Police Officer
- Accountant (CA/CPA)
- Legal Practitioner
- Full-time teacher (school or tertiary)
- 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)
- A Registrar or Deputy Registrar of a court
- A Judge of a court

## Step 6 - Authority

- I declare I have fully read this form and the information completed is true and correct.
- I request that any contributions received after payment of my benefit be redirected to my account in the Secure Super Account.
- I am aware that I may ask my OLD Fund 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.
- Secure Super Account is not a self-managed superannuation fund (SMSF)
- If I have requested a whole balance transfer, I discharge my OLD Fund of all further liability in respect of the benefits paid and transferred to my NEW 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.
- I authorise my NEW Fund to contact my OLD Fund to ensure that the transfer is made in accordance with this authority.

Signature

Date

## Important notes regarding your superannuation transfer request

### Things you need to consider

When you transfer your superannuation from one fund (OLD Fund) to another fund (NEW Fund), your entitlements under the OLD Fund may cease. You need to consider all relevant information before you make a decision to transfer your superannuation. If you ask for information, your superannuation provider must give it to you. Some of the things you may consider are:

- Fees – your OLD 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 OLD Fund for further information before completing this form. Heritage Bank does not charge any entry fees on your transfer in. Differences in fees funds charge can have a significant effect on how much money you will have to retire on. For example, a 1% increase in fees may significantly reduce your final benefit

- Death and disability benefits – Your OLD Fund may insure you against death, illness or an accident which leaves you unable to work. If you choose to leave your OLD Fund, you may lose any insurance entitlements you have.

### Important Tax File Number (TFN) information

- You will need to supply your Tax File Number (TFN) to complete the application. For a number of reasons, applications which do not contain a TFN will not be able to be processed. Firstly, if we don't have your TFN, we cannot accept personal contributions from you because superannuation legislation does not allow us to. Secondly, the tax on super benefits paid to you may be higher. Thirdly, it may be more difficult to locate any lost super benefits or consolidate your superannuation.

- Under superannuation legislation, we are 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. We can disclose your TFN to another superannuation provider when your benefits are being transferred, unless you request (in writing) that your TFN is not to be disclosed.

### Future employer contributions

Using this form to transfer your benefits will not change the fund to which your employer pays your contributions and may close the account 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 or download the form from our website at [www.heritage.com.au/superannuation](http://www.heritage.com.au/superannuation).