

Step 2: Full or partial commutation?

- Full commutation
- Partial commutation

Please note:

- If your pension type is "Transition to Retirement Pension" and you are requesting a full commutation, you must also complete Step 5
- If you request a full commutation, your account balance will be paid (subject to the deduction of any required tax) in full, therefore your pension account will be closed and you will no longer be a member of the Mercer Super Trust.
- For Transition to Retirement Mercer SmartRetirement Income, if you are unable to make one of the declarations in Step 5, a partial commutation can only be paid if you have an unrestricted non-preserved component.

Step 3: Provide payment instructions

NOTE: The ability to pay as cash (and the rate of any applicable tax) may depend upon your residency or citizenship status. Please indicate your current status by ticking the appropriate box below: Are you an Australian or New Zealand citizen or an Australian Permanent

Resident? YES NO

If your payment request is affected by your residency/citizenship status, you will be advised accordingly. Failure to respond to the above question may result in delays in the processing of your payment(s).

- Payment by cheque (complete Steps 4 and 8)**
- Cheque payments will be made in the name of the account holder only and sent to the postal address shown in Step 1.
 - Tax may be payable on your payment.
- Payment by Electronic Funds Transfer (EFT) (complete Steps 4 and 8)**
- Tax may be payable on your payment.
- Rollover only (complete Steps 6 and 8)**
- Combination of the above (complete Steps 4, 5, 6, and 8)**



Step 7: Providing proof of your identity

Do you need to provide new certified proof of identity?

Please indicate (✓) if one of the following applies. Please note that if the information provided below does not match our records, your payment will be delayed.

- You have not provided certified ID previously
- You have changed your name (either your first or last name) – see below (under Name Change) for the list of specific documents required.
- Your date of birth was incorrect on our records and has been updated
- You have changed your bank account details

If you have ticked one of the items above, you will need to provide new certified proof of identity.

The easiest way to do this is as follows:


- photocopy both sides of your current drivers licence or passport
- take the photocopies of your ID and the original of the partly completed statutory declaration to Australia Post* or your local Police station**
- ask them to certify your ID.

* to be able to certify your documents, the Australia Post employee must be a permanent employee of the Australian Postal Corporation

with 2 or more years of continuous service in an office supplying postal services to the public. Australia Post will charge a small fee for each photocopy you need to get certified.

**a police officer, sheriff or sheriff's officer can certify your ID.

The person certifying your ID documents will include the following details on the copy:

 IDENTIFICATION	←	A clear copy of the document that identifies you (i.e. your driver's licence (front and back) or passport)
	Certified true copy ←	Write or stamp 'certified true copy' of the original document
	J. Sample ←	The authorised person's signature
	Mr John Sample Justice of Peace ←	Full name, qualification and registration number (if applicable) of the authorised person
	Registration No.123456789	
Date: 01/02/2012 ←	Date of certification (within 12 months of receipt)	

Alternatively, you can refer to the Completing Proof of Identity fact sheet on the fund's website at www.mercersuper.com.au for a list of other people who can certify your ID document(s) and witness your statutory declaration.

If you don't have a driver's license or passport

You will need to provide a certified copy of one document from each of the following groups:

- Birth certificate or birth extract¹
- Citizenship certificate issued by the Commonwealth
- Pension card issued by the Department of Human Services (Centrelink) that entitles the person to financial benefits

AND

- Letter from the Department of Human Services (Centrelink) or other Government body in the last 12 months regarding a Government assistance payment
- Tax Office Notice of Assessment issued in the last 12 months
- Rates notice from local council issued in the last 3 months
- Electricity, gas or water bill issued in the last 3 months
- Landline phone bill issued in the last 3 months (mobile phone bills will not be accepted)

Name change

If you have changed your name, you must provide a certified copy of the relevant name change document¹, for example, a marriage certificate, deed poll, decree nisi/divorce order or change of name certificate issued by the Births Deaths and Marriages Registration office.

¹ Translation

If your identification is written in a language other than English, the identification must be accompanied by an English translation prepared by a translator accredited by the National Accreditation Authority for Translators and Interpreters Ltd. (NAATI) at the level of Professional Translator or higher (or an equivalent accreditation), to translate from a language other than English into English.



Your privacy

We collect, use and disclose personal information about you in order to manage your superannuation benefits and give you information about your super. Our Privacy Policy outlines the type of information we keep about you and how we, and any organisations we appoint to provide services on our behalf, will use this information. If you do not provide the personal information requested, we may not be able to manage your superannuation. You can read our Privacy Policy online at mercerc.com.au/privacy or you can obtain a copy by calling the Helpline.

The policy also includes details about how you may lodge a complaint about the way we have dealt with your information and how we will handle that complaint.

Step 8: Sign the form

By signing this form:

- I have read and understood this form
- I understand that my commutation will be drawn from my investment options in the same proportion as my regular pension payments.
- I understand that there may be a delay in payment if my details have changed
- I acknowledge that if I've provided my email address in this form, the Trustee may, at its discretion, use that email address to send information, including any annual reports, member and exit statements and notices of any material changes or the occurrence of significant events, by electronic means.
- I understand and consent to my information being collected, disclosed and used in the manner set out in this form.

Signature Date / /

Please return your completed form to Mercer Super Trust, GPO Box 4303, Melbourne, VIC 3001.

Step 9: Complete the checklist

To enable your payment to be processed promptly, please ensure you have correctly completed this form before returning it to the fund.

Have you:

- Provided your member details in **Step 1**?
- Attached supporting documentation for any change of name, date of birth or address detailed in **Step 7**?
- Provided complete payment instructions in **Step 3** and **Step 4** or **Step 6** (as applicable)?
- Signed and dated the form (**Step 8**)?
- If you are required (or choose) to provide proof of identity, select the identification you have provided:
 - Current drivers' licence OR current passport; or
 - One document from list one and one document from list two
- Is your identification current? If providing an Australian Passport, one that has expired within the last two years is acceptable.
- Do your documents need to be certified? If so, ensure the certifier has included ALL of the following on each page:
 - Written or stamped 'certified true copy'
 - Signature and printed name
 - Date – the date MUST be within twelve months of the date we receive your completed form.
 - Qualification (such as Justice of the Peace, Australia Post employee, etc)

Please refer to the *Completing proof of identity* Fact Sheet on the fund's website at www.mercersuper.com.au or call the **Mercer Super Trust** Helpline on **1800 671 369**.

