

Early Release of Superannuation Benefit on Severe Financial Hardship Grounds

Who should use this form?

NTGPASS retained members who wish to apply for early release of your superannuation benefits on severe financial hardship grounds. Active contributing members of NTGPASS or NTSSS may not apply for early release of superannuation benefits on severe financial hardship grounds.

Who is eligible?

Under Commonwealth Government legislative requirements, benefits generally must be retained in a superannuation fund until permanent retirement upon reaching preservation age (55-60 depending on date of birth). In limited circumstances, you can apply to the Commissioner of Superannuation to approve the early release of some of your superannuation benefit on the grounds of severe financial hardship.

To be eligible to apply for early release of your superannuation benefits on the grounds of severe financial hardship you must:

- be in receipt of a Commonwealth income support payment, and have been so, continuously, for the last 26 weeks; and
- prove that you are unable to meet reasonable and immediate family living expenses from your current income and assets.
- Not have had funds released on this ground (from this or any other superannuation fund) within the last 12 months.

Evidence of claim

In order to prove you have been in receipt of a Commonwealth income support benefit continuously for a period of 26 weeks, you will need to provide a valid Centrelink (Q230) letter. This letter must not be more than 21 days old at the time of submission. You will also need to complete section 2 – 5 of this form relating to assets, income, and expenditure.

How much can I claim?

Only the amount required to alleviate your immediate financial hardship. Tax may be payable on any amount released on the grounds of severe financial hardship. If you satisfy the criteria for early release on this ground, you may be paid one lump sum payment of no more than \$10 000 and no less than \$1000 (or the balance of your benefit under \$1000) in any twelve month period.

How to apply

If you are eligible and wish to apply for early release of your preserved benefit, please complete the details on the application form *including* statutory declaration A, and B or C if relevant, and attach copies of supporting documentation as per the attached checklist.

Identification requirements

Under Commonwealth legislation, you are required to provide proof of your identity by providing **original** or **certified copies** of identity documents that verify your full name, date of birth and current residential address, for example your driver's licence.

Only identity documents that comply with the *Anti-Money Laundering and Counter-Terrorism Financing Rules* will be accepted. For a list of other acceptable identity documents, please refer to our fact sheet *Proving your Identity*, available from our website.

If you provide **certified copies** of identity documents, you must also get the authorised certifier to complete the form *Identity Certification*, available from our website, and return it to our office with your application.

Processing your benefit

In accordance with legislative requirements, if your application is approved, your benefit will be processed within 30 days of receipt of all required documentation. This includes your identification documents. However, where further information is required, or the form is incomplete the process may take longer.

Retained accounts and rollovers

When we process your benefit, your retained account will be revalued using the current investment returns for your investment options. If you elect to retain the remaining balance within NTGPASS it will be invested in the investment option selected for your retained account in section 11 of the application form. You must complete the member investment choice section of the form for both the current balance and all future contributions. For more information, please refer to the *member investment choice* fact sheet available on our website.

If you wish to roll over the remaining balance to an external superannuation fund, you must provide the fund details in section 12 of the form.

Taxation

NTGPASS retained accounts comprise two taxation components; a tax free component and a taxable component. There are no tax concessions for payments made on severe financial hardship grounds.

Cash payments are proportioned between the tax components and the tax rates that apply are as follows:

Component	Tax Applicable ¹
Tax free	Exempt from tax
Taxable	
Under age 55	20% ²
Age 55-59	0% to \$165 000 15% ² over \$165 000
Over age 60	Tax free

¹ An additional Flood Levy applies to taxable income in 2011-12: 0.5% over \$50k; plus 1% over \$100k. Taxable components of lump sum withdrawals are considered income for this purpose.

² Plus Medicare levy (1.5%).

Returned payments

In the event of a payment being returned to the Superannuation Office, the payment will be retained in the investment option/s your account balance was invested prior to claiming your benefit.

If you have not previously made a choice between investment options, the returned payment will be invested in the default (growth) option until advised otherwise by you. You will be contacted to clarify payment details.

More information

We can not provide personal financial advice. If you require assistance with member investment choice or taxation implications, you can seek the services of a qualified professional.

We have a range of information and fact sheets available to our members. For more information you can contact our office or visit our website.

Disclaimer

The information made available in this form is provided as a guide only and should not be relied upon for making financial commitments.

The Commissioner of Superannuation and the Northern Territory of Australia accept no responsibility for any losses arising from any use or reliance upon the information or conclusions reached using the information.

Checklist ✓

- Centrelink letter Q230. The letter must be dated within 21 days of this application.
- Gross fortnightly income details (including income of all family members, e.g. spouse, partner, and dependants). This evidence may include payslips, Centrelink income statements and bank statements
- Proof of financial position (e.g. bank statements for the last three months).
- Dependant details completed (proof of dependants, for example, details of payments from Centrelink).
- Evidence of household debts (e.g. overdue electricity, power or telephone bills, rental arrears, car repair bills, health costs etc.). These bills must be for immediate family living expenses and must be in the applicant's name. Please note that business expenses are not counted as immediate family living expenses.
- Proof of your identity. (see our fact sheet titled *proving your identity* for details of the documents and certification requirements
- Statutory declaration A completed along with:
- Statutory declaration B for personal loans outstanding. This statutory declaration should be completed if *you are owed* money by others.
- Statutory declaration C if you have rent or bond payments overdue.
- Other supporting documents (letter from applicant outlining reasons for request, other relevant information).

Please return this form and all supporting documentation to the NT Superannuation Office, by mail at GPO Box 4675, Darwin NT 0801 or in person at First Floor Cavenagh House, 38 Cavenagh Street, Darwin NT 0800.

Early Release on Severe Financial Hardship Grounds

Section 1 Your personal details

Full Name			
Residential Address (compulsory)			
Postal Address			
Member No		Phone	
Date of Birth		Mobile	
Email Address		*Tax File No	
*Australian tax legislation requires you to provide your Tax File Number (TFN) to your superannuation fund which will only be used for lawful purposes. If you have previously given your TFN to the NT Superannuation Office you do not need to supply it again			
1.	Are you in receipt of a Commonwealth Income Support benefit? <i>(Please note by ticking no you are ineligible to apply)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.	Are you currently employed on a full-time or part-time basis? <i>(i.e. for more than 10 hours each week)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.	Have you had any of your preserved superannuation benefit component released on severe financial hardship grounds in the last 12 months?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If you answer "yes" to this question, you cannot apply again until 12 months after your last application was approved.</i>			

Section 2 Early release amount

What is the total gross amount of preserved superannuation funds you wish to have released on severe financial hardship grounds? (maximum \$10 000).	\$
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Section 3 Reasons in support of your application

Give the reason(s) which you believe support your application (attach additional information, if necessary)

Section 4 Details of your personal assets

Do you have any financial assets with any other funds / institutions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES, what is the amount that you can access (if any) from the following items:		
• Bank accounts		\$
• Shares (include current market value)		\$
• Other superannuation		\$
• Other assets / investments		\$
• Real estate property (other than the family home)		\$
Total		\$

Section 5 Dependant and income details

A person is considered your dependant if they are your legal or de facto (including same sex) spouse, or any other person who is financially dependent on you for their maintenance and support. *If your spouse is receiving Centrelink Income Support, please supply copies of payment details from Centrelink*

Spouse's name			
Occupation			
	Name	Relationship to you	Age
Dependant 1			
Dependant 2			
Dependant 3			
Dependant 4			

Section 6 Net household fortnightly income

	Commonwealth Income Support payments \$	Other income (e.g. child support payments, etc) \$	Any other form of income \$
Self			
Spouse			
Other			
Total			

Section 7 Expenses

You must provide copies of outstanding bills or any other documents to support your application

Current expenses in relation to you, your spouse and dependants (exclude any business expenses)

Item	Estimated amount per fortnight \$	Outstanding bills which are immediately due and payable which cause your financial hardship \$
Rent / Board		
Home loan repayments		
Other housing loans		
Personal loan repayments		
Credit card repayments (only include the minimum monthly payment and any arrears)		
Food and household items		
Utilities (electricity, gas, phone)		
Car running costs (e.g. fuel, registration), insurance)		
Municipal rates and water		
Insurance (e.g. house, health, life)		
Education (e.g. school fees)		
Maintenance/Child Support		
Any other outstanding bills (please specify below):		

Section 8 Permission request

Please indicate below those people whom you give the NT Superannuation Office permission to speak with to assist in assessing your application.

Staff of financial institutions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Spouse / Partner	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Other _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable

Section 9 Payment details

Payment will only be made by EFT (net of tax) to an Australian bank account in your name (or joint names). Complete your banking details below:

Name of Bank / Building Society / Credit Union			
BSB No.		Account No.	
Account Name(s)			

Section 10 Remaining balance of my preserved benefit (choose one)

<p>I wish to retain the remaining balance within NTGPASS (please complete section 11)</p>	<input type="checkbox"/>
<p>I wish to rollover the remaining balance into another superannuation fund (please complete section 12)</p>	<input type="checkbox"/>

Section 11 Member investment choice

If you choose to retain the balance of your account (if any) with NTGPASS you must choose an investment option for your remaining account balance *and* future contributions. For details about member investment choice, please read the *member investment choice fact sheet* available on our website.

Invest my retained account balance in the following investment option (circle one only):					
Managed Cash	Conservative	Cautious	Growth	Assertive	Aggressive
Invest my future contributions in the following investment option (circle one only):					
Managed Cash	Conservative	Cautious	Growth	Assertive	Aggressive

Section 12 Rollover remaining balance to an external fund

(only complete this section if you do not wish to retain the balance of your account (if any) in NTGPASS)

Name of rollover fund			
Postal address of fund			
Australian Business Number (ABN)		Superannuation Product Identification Number (SPIN)	
Member number		Phone number of fund	

Privacy statement

The Northern Territory Superannuation Office is a division of Northern Territory Treasury, a Northern Territory Government Agency. The privacy and confidentiality of your personal information is important to the Northern Territory Superannuation Office. We are collecting the information on this form for the purpose of administering your superannuation account. The information collected will only be used for the purpose for which it was supplied and your information will not be disclosed to any third party unless required by law or authorised by you. To obtain further information about the NT Government privacy policy or the Information Act, please visit the Northern Territory Government website at www.nt.gov.au.

Note before signing you must complete: Statutory Declaration A and Statutory Declaration B and/or C (see pages 7-9).

MEMBER SIGNATURE **DATE**

OFFICE USE ONLY		
APPROVED / NOT APPROVED	Signature	Date

Attachment to the form for early release on severe financial hardship grounds

Commonwealth income support payment must have been payable for:

- a continuous period of 26 weeks and you are unable to meet reasonable and immediate family living expenses; or
- a cumulative period of 39 weeks after you have turned 55 years of age provided you are not gainfully employed on a full-time or part-time basis (i.e. more than 10 hours per week) on the date of submitting the application for early release of superannuation benefits.

Section 23 of the *Commonwealth Social Security Act* provides the following applicable Commonwealth income support payments for the purposes of early release of preserved benefits on severe financial hardship grounds.

The written evidence provided by Centrelink or another Commonwealth Agency will have no effect if it is dated more than 21 days before the date of submitting the application form. To obtain the written evidence, you should contact Centrelink on 13 23 00 if you are receiving a pension or 13 28 50 if you are receiving an allowance.

A social security benefit means	<input type="checkbox"/> a widow allowance; or <input type="checkbox"/> a newstart allowance; or <input type="checkbox"/> a austudy allowance; or <input type="checkbox"/> a sickness allowance; or <input type="checkbox"/> a special benefit; or <input type="checkbox"/> a partner allowance; or <input type="checkbox"/> a mature age allowance under Part 2.2B; or <input type="checkbox"/> benefit PP (partnered) <input type="checkbox"/> a parenting allowance (other than non-benefit parenting allowance)
A social security pension means	<input type="checkbox"/> an age pension; or <input type="checkbox"/> a disability support pension; or <input type="checkbox"/> a wife pension; or <input type="checkbox"/> a carer pension; or <input type="checkbox"/> a pension PP (single); or <input type="checkbox"/> a sole parent pension; or <input type="checkbox"/> a bereavement allowance; or <input type="checkbox"/> a widow B pension; or <input type="checkbox"/> a mature age partner allowance; or <input type="checkbox"/> a special needs pension
An income support supplement means	<input type="checkbox"/> an income support supplement under Part III of the <i>Veterans' Entitlement Act</i>
A service pension means	<input type="checkbox"/> an age service pension under Part III of the <i>Veterans' Entitlement Act</i> <input type="checkbox"/> an invalidity service pension under Part III of the <i>Veterans' Entitlement Act</i> <input type="checkbox"/> a partner service pension under Part III of the <i>Veterans' Entitlement Act</i> <input type="checkbox"/> a carer service pension under Part III of the <i>Veterans' Entitlement Act</i>

Statutory Declaration (A) – Financial Hardship

1 Insert full name and address of person making declaration

I, ¹ solemnly and sincerely declare that the information provide by me in the attached application is true and correct.

I also declare that I am unable to meet my reasonable and immediate family living expenses and that I do not have any assets (apart from my home) which could (reasonably and realistically speaking) be used or sold to cover this gap.

I also declare that the amount I am requesting to be released is necessary to meet these reasonable and immediate family expenses, and that I am not applying for a similar payment from any other superannuation fund.

I make this solemn declaration by virtue of the *Oaths, Affidavits and Declarations Act 2010* conscientiously believing the statements contained in this declaration to be true and understand that it is an offence to make a statutory declaration that is false in any material particular.

Declared at _____ the _____ day of _____ 20____
(3) _____

(3) Signature of the person making the declaration

(4) Signature of the person before whom the declaration is made

Witnessed by: _____ (4)

(5) Full name of person before whom the declaration is made, legibly written, typed or stamped

_____ (5)

(6) Contact address or telephone number of person before whom the declaration is made

_____ (6)

NOTE: This declaration may be witnessed by any person who is at least 18 (eighteen) years of age. Staff of the NT Superannuation Office will not act as a witness for this purpose.

NOTE: This written statutory declaration must comply with Part 4 of the *Oaths Affidavits and Declarations Act 2010*.

Statutory Declaration (B) –Loans

1 *Insert the name and address of person making the declaration* I, ¹ _____

solemnly and sincerely declare that:

Name of person by whom the debt is owed I have loaned _____

Residential address of person by whom the debt is owed of _____

Amount of debt owing including interest amount (in words) _____

I make this solemn declaration by virtue of the *Oaths, Affidavits and Declarations Act 2010* conscientiously believing the statements contained in this declaration to be true and understand that it is an offence to make a statutory declaration that is false in any material particular.

² *Place* Declared at ² _____ on the ³ _____ of ⁴ _____ 20
³ *Day*
⁴ *Month and Year*

5

5 *Signature of person making the declaration* _____

6

6 *Signature of person before whom the declaration is made, person must be over 18 years of age* _____

7

7 *Full name, address or contact telephone number of person before whom the declaration is made (in printed letters)* _____

NOTE: This declaration may be witnessed by any person who is at least 18 (eighteen) years of age. Staff of the NT Superannuation Office will not act as a witness for this purpose.

NOTE: This written statutory declaration must comply with Part 4 of the *Oaths Affidavits and Declarations Act 2010*.

Statutory Declaration (C) – Rent / Bond

1 *Insert the name and address of person making the declaration* I, ¹ _____

solemnly and sincerely declare that:

Name of person by whom the debt is owed _____

Residential address of person by whom the debt is owed _____ of _____

Nature and details of the debt owed _____ owes (name) _____

being for _____

Amount of debt owing including interest _____ amount of debt (in words) _____

I make this solemn declaration by virtue of the *Oaths, Affidavits and Declarations Act 2010* conscientiously believing the statements contained in this declaration to be true and understand that it is an offence to make a statutory declaration that is false in any material particular.

2 *Place* _____
3 *Day* _____
4 *Month and Year* Declared at ² _____ on the ³ _____ of ⁴ _____ 20 _____

5 _____

5 *Signature of person making the declaration* _____

6 _____

6 *Signature of person before whom the declaration is made, person must be over 18 years of age* _____

7 _____

7 *Full name, address or contact telephone number of person before whom the declaration is made (in printed letters)* _____

NOTE: This declaration may be witnessed by any person who is at least 18 (eighteen) years of age. Staff of the NT Superannuation Office will not act as a witness for this purpose.

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