

# NTGPASS/NTSSS Opt Out Form

In January 2011 the Northern Territory Government and Public Authorities' Superannuation Scheme (NTGPASS) and Northern Territory Supplementary Scheme (NTSSS) Rules were amended to allow active members to opt out of the schemes when they reach their preservation age (currently age 55). Prior to this, active members had to remain in the schemes until they ceased employment with the Northern Territory Government.

An active member is a current Northern Territory Government employee making compulsory contributions to their NTGPASS accumulation account.

## 1. Who should use this form?

You should complete this form if you have reached your preservation age and wish to cease active membership of NTGPASS.

NTGPASS members are automatically members of NTSSS and your membership of NTSSS will also cease. You can also use this form to opt out if you are a member of NTSSS only.

Members of the Commonwealth Superannuation Scheme (CSS) should contact ARIA regarding opt out rules.

## 2. Preservation rules

From 1 July 1999, your superannuation contributions are preserved and must remain in a superannuation fund until you satisfy a condition of release. Generally, this will be when you reach your preservation age and do not intend to work more than 10 hours per week.

You will also satisfy a condition of release if you have reached your preservation age and use your preserved superannuation benefits to commence a transition to retirement pension.

### Preservation Ages

Date of Birth	Preservation Age
Before 1 July 1960	55
1/7/1960 – 30/6/1961	56
1/7/1961 – 30/6/1962	57
1/7/1962 – 30/6/1963	58
1/7/1963 – 30/6/1964	59
1/7/1964 onward	60

## 3. NTGPASS/NTSSS

NTGPASS is a hybrid scheme with:

- an **employer-financed** component (a defined benefit calculated according to a formula based on your salary, length of service and contribution rate); and
- an **employee funded** component (your accumulation account).

NTSSS is a defined benefit scheme and comprises an employer-financed component only. Generally, the NTSSS benefit is three percent of your final salary for each year of eligible service since 1 October 1988.

## 4. What happens when you opt out

You will cease to be an active NTGPASS/NTSSS member. This means you will no longer pay NTGPASS member contributions of between 2%-6% of salary.

You will move to Choice of Fund arrangements. This means that the Northern Territory Government will pay your future employer contributions at the Superannuation Guarantee (SG) rate (currently 9% of salary) to your nominated superannuation fund. This rate may be less than the notional amount you currently receive as an active NTGPASS member.

You must select a fund to receive your SG and any salary sacrifice contributions you wish to make, as they cannot be accepted into NTGPASS once you have opted out.

If you are currently making salary sacrifice contributions to NTGPASS, you can re-direct these contributions to your chosen superannuation fund by contacting your salary packaging unit. See the Department of Business and Employment (DBE) website for forms and information on Choice of Fund.

Your payroll section will:

- cease all contributions to NTGPASS at the next available pay date; and
- commence payment of SG contributions to your chosen superannuation fund.

## 5. What happens to your benefits

Your NTGPASS and NTSSS employer-financed components will be calculated and, along with your accumulation account balance, can be rolled over to a complying superannuation fund of your choice or retained in NTGPASS.

Up until the point your benefits are processed, the employer-financed components will not be affected by investment returns and are guaranteed by the Northern Territory Government. For more information refer to the fact sheet on *How Investment Returns Affect Your Super Benefit*.

In accordance with legislative requirements, the Superannuation Office will process your benefits within 30 days of receipt of all required documentation. This includes your identification documents as well as information provided by your payroll area.

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. We will contact you to clarify payment details.

## 6. Death and invalidity

Active NTGPASS members are entitled to death and invalidity benefits as part of their membership. If you elect to opt out of NTGPASS you will no longer be entitled to these benefits, however you will become a member of the Northern Territory Government Death and Invalidity Scheme (NTGDIS). For more information refer to the NTGDIS fact sheet.

## 7. Taxation

The employer-financed defined benefit included in your NTGPASS and/or NTSSS benefits (less any pre '83 service) are untaxed monies. The untaxed component will have 15% tax deducted on rollover to a retained account, NTGPASS pension account or external superannuation fund. If you are over age 65 and take your benefit in cash, the untaxed element will have 16.5% tax deducted.

## 8. NTGPASS retained accounts

If you roll over all or part of your benefits to an NTGPASS retained account you can:

- choose how your superannuation is invested from a range of six investment options;
- add rollovers from other superannuation funds and non-concessional contributions to your retained account;
- commence an NTGPASS transition to retirement pension using some or all of your account balance.

You must choose one investment option for your initial balance and the same, or a different option, for all future contributions.

Each investment option contains a different mix of growth and defensive assets designed to cater for a variety of personal circumstances and attitude to risk.

Growth assets comprise property and shares while defensive assets comprise fixed interest and cash. The growth and defensive asset weighting for the six investment options is illustrated in the table below.

Investment Option	Growth assets (%)	Defensive assets (%)
Managed Cash	0	100
Conservative	30	70
Cautious	50	50
Growth	75	25
Assertive	85	15
Aggressive	100	0

You are entitled to one free investment switch in a financial year. Each additional switch made in a financial year will incur a \$25 fee that will be deducted from your account. Refer to the *Member Investment Choice Fact Sheet*.

From April 2011 an administration fee of \$1 per week applies to all NTGPASS retained accounts.

## 9. NTGPASS pensions

NTGPASS offers transition to retirement and standard pension products. If you wish to commence an NTGPASS pension, you will also need to complete a *Pension Application Form*. More information is available on the *Pension Fact Sheet* and *Transition to Retirement* fact sheet.

An administration fee of \$0.75 per week currently applies to all NTGPASS pension accounts. From 1 July 2011 this will increase to \$1 per week.

## 10. Mixed payment options

Four payment options are available. You may select one or a combination of options. If the form does not meet your personal requirements, please contact our office.

## 11. Identification requirements

Under Commonwealth legislation (*Anti-Money Laundering and Counter-Terrorism Financing Rules*), you are required to prove your identity before you can access your superannuation. This is 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.

For a list of acceptable identity documents, refer to our fact sheet *Proving Your Identity*.

If you provide certified copies of identity documents, you must also get the authorised certifier to complete the *Identity Certification* form.

Proof of identity is required if you roll over your benefit to an external superannuation fund or commence a pension through NTGPASS. Proof of identity is not required for members who choose to retain their entire benefit in NTGPASS.

## 12. More information

The Superannuation Office can provide information about your benefit but cannot provide personal financial advice. If you require assistance in deciding whether to opt out of NTGPASS, you should seek the services of a qualified professional.

We have a range of information and fact sheets available to members on our website. You can also email or phone us for additional information.

If you have questions regarding your superannuation contributions, contact your payroll section. Questions regarding salary sacrifice contributions should be directed to your salary packaging unit.

## 13. 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.

# NTGPASS/NTSSS Opt Out Form

## Personal Details

Full Name			
Residential Address			
Postal Address			
Date of birth		Email	
Phone (b/h)		Mobile	
Member No (AGS)		Tax file number*	

\*Commonwealth 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.

## PART A

### I elect to cease membership of:

**NTGPASS and NTSSS**       **NTSSS (I am not a member of NTGPASS)**

### My future employer contributions are to be paid to: (you cannot nominate NTGPASS, see note 4)

Superannuation Fund Name			
Postal Address of Fund			
Superannuation Product Identification Number (SPIN)		Membership Number	
Australian Business Number (ABN)		Phone Number of Fund	

The Superannuation Office will forward this information to your payroll section for action.

## PART B

### YOU CAN CHOOSE ONE OR A COMBINATION OF PAYMENT OPTIONS

#### **Payment Option 1**      Roll over my benefit to an NTGPASS retained account

Rollover amount:  \$ \_\_\_\_\_ OR  my entire benefit

Invest the initial balance of my **retained account** in the following investment option (circle one only):

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

Managed Cash	Conservative	Cautious	Growth	Assertive	Aggressive
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#### **Payment Option 2**      Roll over my benefit to an external superannuation fund

Rollover amount:  \$ \_\_\_\_\_ OR  my entire benefit

Superannuation Fund Name			
Postal Address of Fund			
SPIN		Membership Number	
Australian Business Number (ABN)		Phone Number of Fund	

#### **Payment Option 3**      Roll over my benefit to an NTGPASS allocated pension. You must also complete the Pension Application Form and return it with this Opt Out Form.

Rollover amount:  \$ \_\_\_\_\_ (minimum \$50 000) OR  my entire benefit

### Additional rollovers and contributions

I will be rolling over other super or making a voluntary contribution before my pension commences.

Complete the details below if you want the rollover or contribution to be included in your pension starting balance.

Super fund name (if applicable)			
Approximate amount	\$	Date expected	

<input type="checkbox"/> <b>Payment Option 4 Pay my benefit to me in cash (only applicable if you are age 65 or over)</b>			
<b>Gross withdrawal amount (minimum \$5000) to be paid net of tax:</b>			
<input type="checkbox"/> \$ _____		<b>OR</b>	
		<input type="checkbox"/> my entire benefit	
<b>Payment will only be made by EFT to an Australian bank account.</b> Complete your banking details below.			
Bank / Building Society / Credit Union			
Branch		Account Name	
BSB Number		Account Number	

**PART C**

**Member declaration**

*I understand that*

- this election to cease NTGPASS and/or NTSSS membership is irreversible;
- the Superannuation Office can provide me with information but cannot give me financial advice and that the information provided is a general guide only and does not constitute personal financial advice;
- my chosen payment option cannot be changed once this claim form has been processed;
- the personal details requested on this form will only be used to process my request and to administer my NTGPASS account;
- the untaxed component of my benefit will have 15% tax deducted on rollover to a retained account, NTGPASS pension account or external superannuation fund. If taken in cash, 16.5% tax will be deducted;
- when my benefit is processed, my NTGPASS accumulation account will be valued using the current weekly return for my existing investment option(s);
- if I have an existing NTGPASS retained account and select payment option 1, my accounts will be consolidated and my elected investment options on this form will apply;
- in the event of a payment being returned to the Superannuation Office, the payment will be retained until further notice within my previously chosen NTGPASS investment choice option, or the default (Growth) option if no choice was made.

**I have provided the original or attached a certified copy of my identity document(s)** (not required if you are retaining your entire benefit in NTGPASS).

**I have sought financial advice or waive my right to seek financial advice prior to opting out of NTGPASS and/or NTSSS.**

**MEMBER SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Privacy Statement**

The 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 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 Northern Territory Government privacy policy or the *Information Act*, please visit the Northern Territory Government website at [www.nt.gov.au](http://www.nt.gov.au).

**PART D**

**Superannuation Office – Action Required**

Member meets eligibility criteria     Forms sent to payroll     Email advice to member

**BENEFITS OFFICER** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PART E**

**Payroll – Action Required**

The above mentioned employee’s election to cease membership of NTGPASS and NTSSS has been approved.

**Please take the following action for Pav No.** \_\_\_\_\_

- Confirm form has been authorised by Benefits Officer (see above)
- Cease all employee contributions to NTGPASS
- Cease salary sacrifice contributions (if any) to NTGPASS – Salary Packaging Unit.
- Commence superannuation guarantee contributions to the employee’s superannuation fund, nominated on Part A of this form.
- Complete and return the attached Separated Persons Report to the Superannuation Office.

**ACTION COMPLETE Y /N (SUPERANNUATION OFFICE TO CHECK)**

**BENEFITS OFFICER** \_\_\_\_\_ **DATE** \_\_\_\_\_