



# Portability and rollover



## What this fact sheet covers



This fact sheet explains how to roll over all or part of your UniSuper account to another complying super fund, including self-managed super funds (SMSFs).

## Who is this fact sheet for?



Members who want to make a partial or full rollover from UniSuper to another complying super fund, including self-managed super funds (SMSFs).

## When can I roll over my benefit?

If you're working for a UniSuper employer, you can request to roll over all or some of your accumulation account/component to another complying super fund up to four times in any 12-month period starting from your last portability withdrawal. We refer to this as a portability rollover. If you're a Defined Benefit Division (DBD) member, please refer to the 'Special rules for DBD members' section in this fact sheet.

A UniSuper employer is an employer who's nominated UniSuper as the default fund for its employees and is typically a university or research institute. Call us on **1800 331 685** if you need further clarification.

If you're not employed by a UniSuper employer, you can request a full or partial rollover at any time.

We recommend you seek advice to understand the effect a partial or full rollover may have on your benefit entitlements, including fees and charges, inbuilt benefits and/or insurance cover.

## What happens to my account if I request a full rollover?

If you're employed by a UniSuper employer and you request a full rollover of your entire account, your account will remain open to receive future contributions from you or your UniSuper employer. Any external insurance held through your account will cease if you have insufficient funds in your accumulation account/component when premiums are due.

If you're not employed by a UniSuper employer and you request a full rollover of your entire benefit, your account will be closed. Any insurance cover you may have held through this account will cease.

## What happens to my account if I request a partial rollover?

If you request a partial rollover, your account will remain open to receive future contributions from you or your employer. Generally, you must leave a minimum of \$6,000 in your accumulation account/component following any partial rollover. Your external insurance cover will cease if you don't have sufficient funds in your accumulation account/component to pay for insurance premiums when they're due. This cover will also cease if we haven't received a contribution in the last 16 months (unless you've elected to keep your insurance cover while not making regular contributions). We'll write to you if your insurance is at risk of being cancelled.

## Special rules for DBD members

Restrictions are imposed under the Fund's governing rules which limit when DBD members can access their defined benefit component (either as a full or partial rollover). If you're a DBD member you can generally only roll over the accumulation component of your account. Any external insurance held through your account may cease if you have insufficient funds in your accumulation account/component when premiums are due.

If you're a DBD member, you can generally request a full or partial rollover of your defined benefit component when you leave your UniSuper employer, including if you've deferred your DBD membership (provided you haven't recommenced employment with another UniSuper employer). If you request a partial rollover under these circumstances, any remaining defined benefit component will be converted to an accumulation benefit and transferred to an Accumulation 1 account.

## Providing your tax file number (TFN)

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Please read the important information about providing your tax file number at [unisuper.com.au/tfn](https://unisuper.com.au/tfn). You can also request a copy by calling **1800 331 685**.

## Tax on rollovers

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No tax is payable on rollovers.



### CERTIFIED PROOF OF IDENTITY

UniSuper is required by law to verify your identity. If you provide us with your correct TFN, we may be able to process your rollover and transfer request to another super fund without additional proof of identity.

If your TFN can't be validated, or you want to transfer to a self-managed super fund, you'll need to provide us with certified copies of proof of identity documents.

For more information about which documents can be accepted, read the *Your guide to proof of identity* fact sheet.

## Rollovers to self-managed super funds (SMSFs)

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We confirm you're a member of the SMSF using the ATO SMSF membership verification portal when we process your rollover request. To avoid potential delays in processing your rollover, you can confirm the membership details of your SMSF by:

- calling the ATO (ensure that an authorised contact for the SMSF is available to talk to the ATO customer service representative to complete proof of identity checks), or
- having the registered tax agent for your SMSF contact the ATO to update your SMSF membership records, or
- accessing the Australian Business Register online—available to SMSFs registered for online services.

Changes are usually processed within 24 hours. For more information about keeping your SMSF details up to date, please refer to the ATO at [ato.gov.au](https://ato.gov.au).

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This information is of a general nature only and includes general advice. It has been prepared without taking into account your individual objectives, financial situation or needs. Before making any decision in relation to your UniSuper membership, you should consider your personal circumstances, the relevant product disclosure statement for your membership category and whether to consult a licensed financial adviser.

This information is current as at March 2020 and is based on our understanding of legislation at that date. Information is subject to change. To the extent that this fact sheet contains information which is inconsistent with the UniSuper Trust Deed and Regulations (together the Trust Deed), the Trust Deed will prevail.

Issued by: UniSuper Management Pty Ltd ABN 91 006 961 799, AFSL No. 235907 on behalf of UniSuper Limited the trustee of UniSuper, Level 1, 385 Bourke Street, Melbourne Vic 3000.

Fund: UniSuper, ABN 91 385 943 850

Trustee: UniSuper Limited, ABN 54 006 027 121 AFSL No. 492806

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# Portability and rollover form



Use this form to roll over all or part of your UniSuper account to another complying super fund, including self-managed super funds (SMSFs).

## Important information

By completing this form, you're requesting the rollover of all or part of your account to another complying super fund. Using this form to roll over your account won't change the super fund into which your employer makes contributions. If you want to change the super fund where your employer contributions are paid and you're eligible for choice of fund, you'll need to complete a *Standard Choice Form*, which is available at [www.ato.gov.au](http://www.ato.gov.au).

## Members making a portability rollover

**Accumulation 1, 2 and Personal Account members:** You can roll over all or part of your account to another complying super fund. You can request a rollover up to four times in each 12-month period starting from your last portability rollover. It may take three days to process your request. If information provided is incomplete or incorrect, processing your request may be delayed.

If you request to roll over part of your account, the Trustee can refuse if the rollover would result in your account balance being less than \$6,000.

**Defined Benefit Division (DBD) members:** Ensure you read the 'Special rules for DBD members' section in the attached fact sheet. It may take up to 30 days to rollover your benefit.

## Need help?

- ✉ Email [enquiry@unisuper.com.au](mailto:enquiry@unisuper.com.au), or
- ☎ Call us on **1800 331 685**.

## Privacy information

UniSuper is committed to protecting your personal information and the confidentiality of your information in accordance with privacy law obligations. The information that you provide on this form is collected and used in accordance with our Privacy Statement and Privacy Policy which can be found online at [unisuper.com.au/privacy](http://unisuper.com.au/privacy). If you have any privacy related questions, call **1800 331 685**.

## SECTION 1 — Member details

✉ Please complete in BLACK or BLUE BALL POINT PEN using CAPITAL letters. Cross **X** where required.

UniSuper member number

If you're unsure, call us on **1800 331 685**.

Title Mr  Mrs  Ms  Dr  Professor

Other

Surname

Given name

Date of birth (DDMMYYYY)

Daytime contact number

Email address

## SECTION 2 — Tax file number

✉ You don't have to provide your tax file number (TFN), however, if you don't, you may need to provide us with additional information.

Your tax file number

I don't wish to quote my TFN.

form continues >







