

Step 3: Personal details of spouse receiving your contributions

Title: Mr Mrs Ms Miss Other Date of birth / /

Given names

Surname

Postal address

Suburb

State

Postcode

Daytime telephone

 -

Mobile number

Details of spouse's super fund

The details below will help us identify your spouse's super account. It is important to complete all details as the trustee may not be able to process your request otherwise.

Member number

Fund name

This fund is a Self Managed Super Fund

Please note: All payments to a Self Managed Super Fund will be sent to the registered address. Please ensure the fund address is up-to-date on the ATO's website www.superfundlookup.gov.au

Fund address

Telephone

 -

Fund ABN number*

 - - -

Unique Superannuation Identifier (USI)* / Electronic Service Address (ESA)

Membership or Policy number*

If exempt from an ABN, tick the reason for exemption:

Exempt Public Sector Super Scheme Retirement Savings Account

Cheque to be made in favour of

Note: You can only split contributions to an active super account held in the name of your spouse in a complying super fund. If your spouse does not have an active super account the trustee will not be able to process your request.

Your spouse may have the option of joining Virgin Money Super. For details, including a copy of the relevant Product Disclosure Statement, please call the Customer Care Team on **1300 652 770** or from the website www.virginmoney.com.au/super.

* A transfer to another fund cannot occur without the ABN **and** USI or membership/policy number of your spouse's fund. If your rollover fund does not have an ABN you will need to contact the fund directly to request evidence of their complying status, such as their notice of compliance. Your spouse's super fund can help you complete these details.

Step 4A: What form of identification will you need to provide?

This section will only apply if you are transferring contributions to your spouse's account in another complying superannuation fund. If you are transferring to a Self Managed Super Fund – refer to Step 4b.

If transferring contributions to your spouse's account in another complying superannuation fund:

Option 1 – use your Tax File Number (TFN)

Virgin Money Super might already hold your TFN. If you're not sure if you have previously provided it, you can choose to do so now. You do not have to provide your TFN, but if you do, this will ensure that any benefit you take from Virgin Money Super does not incur additional tax. Please also refer to the information provided below under 'Providing your Tax File Number (TFN)'. Enter your TFN here

- -

We collect, use and disclose your TFN in accordance with super law. If you transfer your super to another fund, we will give them your TFN unless you tell us not to in writing.

Please note: We will validate your TFN and personal details with the Australian Tax Office. If we cannot confirm an exact match with the ATO's records, you will be required to provide a copy of either your current driver's licence or passport (see below*) and your payout will be delayed.

Option 2 – provide a copy of either your current driver's licence or passport*

* Your driver's licence must NOT be expired. However, your Australian passport can have expired within the last 2 years.

If you don't have a current driver's licence or passport, you can refer to the 'Completing Proof of Identity' fact sheet on the fund's website at www.virginmoney.com.au/super for a list of other documents that can be used to identify you. You can also contact the Customer Care Team on **1300 652 770** for assistance.

Step 4B: Identification required if transferring contributions to your spouse's account in a Self Managed Super Fund

If you would like to transfer contributions to your spouse's account in a Self Managed Super Fund, you will need to provide **certified** ID. The easiest way to do this is to:

- Photocopy both sides of your current drivers licence or passport*
- Take the photocopies to Australia Post or your local Police Station and ask them to certify your ID document.

* Your driver's licence must NOT be expired. However, your Australian passport can have expired within the last 2 years.

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



- ← Certified true copy
 - ← J. Sample
 - ← Mr John Sample
 - ← Justice of Peace
 - ← Registration No.123456789
 - ← Date: 01/03/2015
- ← A clear copy of the document that identifies you (i.e. your driver's licence (front and back) or passport)
- ← Write or stamp 'certified true copy' of the original document
- ← The authorised person's signature
- ← Full name, qualification and registration number (if applicable) of the authorised person
- ← Date of certification (within 12 months of receipt)

If you don't have a current driver's licence or passport, you can refer to the 'Completing Proof of Identity' fact sheet on the fund's website at www.virginmoney.com.au/super for a list of other documents that can be used to identify you. You can also contact the Customer Care Team on **1300 652 770** for assistance.

Providing your Tax File Number (TFN)

There may be tax implications if you have not yet provided, or choose not to provide, your TFN. Whilst it is not compulsory to provide your TFN, not doing so could cost you in the following ways:

- you may have paid more tax than necessary on super contributions made for you by your employer (including SG, salary sacrifice and other contributions) in this financial year. This additional tax can be reversed if you provide your TFN to the fund before the end of the financial year, or your earlier payment from the fund. Although you may be able to claim back this additional tax if you later provide your TFN, time limits and other rules may apply, which may affect the size of any refund.

- you may pay additional tax on your super payout. However it might be possible to claim this back when lodging your tax return.
- you may miss out on any government Super Co-contributions for which you may be eligible; and
- you may have difficulty locating your super in the future, should you lose contact with your fund(s).

If you are uncertain as to whether or not you have provided your TFN, you can check by logging into your online super account at www.virginmoney.com.au/super or contact the Customer Care Team on **1300 652 770**.

Step 5A: Contributions splitting details

The contributions I would like to split with my spouse are contributions made to my super account during the previous financial year ended 30/06/ (YEAR)

Eligible concessional contributions to be split:

(e.g. deductible contributions such as employer and salary sacrifice contributions)

(tick one circle only)

Maximum allowed

OR

Dollar Amount (enter amount and tick whether net or gross of tax*)

\$ NET or GROSS

OR

Percentage (enter percentage and tick whether net or gross of tax*)

% NET or GROSS

* Concessional contributions are subject to 15% contribution tax. If you nominate a **gross** dollar amount or percentage above, the amount transferred will be reduced by 15% to allow for this tax. If you nominate a **net** dollar amount or percentage above, the amount transferred will be as per your nomination (subject to any applicable maximums).

Note: Only eligible contributions made during the previous financial year can be split. The total contributions amount nominated cannot exceed a maximum of the total concessional contributions made to your account during the financial year or the concessional contribution cap** (whichever is the lesser).

If you nominate an amount greater than the legislated concessional contribution cap, the amount transferred will be reduced accordingly. If the amount you nominate would leave you with a benefit of less than \$500, the amount transferred will be limited so that your benefit is at least \$500.

** Refer to the 'Contributions splitting fact sheet' on the www.virginmoney.com.au/super or call the Customer Care Team on **1300 652 770** for details.

Step 5B: Contributions splitting details for exiting customers (only complete this section if you are leaving Virgin Money Super)

If you are withdrawing your entire superannuation benefit from Virgin Money Super you may also elect to split contributions made to your super account during the current financial year. Please nominate the amount you wish to split (note this section only applies to contributions made during the current financial year. To request a split for contributions made during the previous financial year you will also need to complete Step 5A above). Please ensure this form is submitted together with your 'Payment Instructions' form.

Eligible concessional contributions to be split:

(e.g. deductible contributions such as employer and salary sacrifice contributions)

(tick one circle only)

Maximum allowed

OR

Dollar Amount (enter amount and tick whether net or gross of tax*)

\$ NET or GROSS

OR

Percentage (enter percentage and tick whether net or gross of tax*)

% NET or GROSS

* Concessional contributions are subject to 15% contribution tax. If you nominate a **gross** dollar amount or percentage above, the amount transferred will be reduced by 15% to allow for this tax. If you nominate a **net** dollar amount or percentage above, the amount transferred will be as per your nomination (subject to any applicable maximums).

Note: Only eligible contributions made during the current financial year can be split. The total contributions amount nominated cannot exceed a maximum of the total concessional contributions made to your account during the financial year or the concessional contribution cap** (whichever is the lesser).

If you nominate an amount greater than the legislated concessional contribution cap, the amount transferred will be reduced accordingly.

** Refer to the 'Contributions splitting fact sheet' on the www.virginmoney.com.au/super or call the Customer Care Team on **1300 652 770** for details.

Step 6: Receiving spouse declaration (spouse to complete)

I declare that at the date of this application, I am the spouse[^] of the applicant and:

- I have not reached my preservation age^{*}; OR
 I am between my preservation age^{*} and 65 years and have not permanently retired[#] from the workforce.

[^] A spouse includes:

- your husband or wife
- another person (whether of the same sex or not) with whom you are in a registered relationship, or
- another person who, although not legally married to you, lives with you on a genuine domestic basis in a relationship as a couple.

^{*}Your preservation age depends on your date of birth – see the table below:

Date of birth	Preservation age
Before 1 July 1960	55
1 July 1960 to 30 June 1961	56
1 July 1961 to 30 June 1962	57
1 July 1962 to 30 June 1963	58
1 July 1963 to 30 June 1964	59
1 July 1964 or after	60

[#] Permanently retired is defined as never being gainfully employed again for more than 10 hours per week. Gainful employment means employed or self-employed for gain or reward in any business, trade, profession, calling, occupation or employment.

I understand that: The information contained in this form will be used by the trustee to process this contributions split request.

- I consent to my information being collected, disclosed and used in the manner set out in this form.

Signature

Date

 / /

Note: This section must be completed by the receiving spouse in order for the trustee to process the contributions splitting request. The trustee of Virgin Money Super recommends that you seek advice from a licenced, or appropriately authorised, financial adviser regarding your super before you make any decision in relation to contributions splitting.

Step 7: 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 customer details in **Step 1**?
- Attached supporting documentation for any change of name, date of birth or address detailed in **Step 2**?
- Provided complete payment instructions in **Step 3, 5A and 5B**?
- Your spouse has signed and dated the declaration (**Step 6**)?
- Signed and dated the form (**Step 8**)?
- Select the proof of identification you have provided – **Step 4A or Step 4B**
- Use your Tax File Number
- Copy of current driver's licence OR passport
- Certified** copy of current driver's licence OR passport
- Is your identification current? If providing an Australian passport, one that has expired within the last two years is acceptable.
- Are you transferring contributions to your spouse's account in a Self Managed Super Fund? If so, you have attached **certified** proof of identity documents – **Step 4B**.

If you need help, please refer to the 'Completing proof of identity' fact sheet on the fund's website at www.virginmoney.com.au/super or call the Customer Care Team on **1300 652 770**.

Your privacy

Mercer collects your personal information and will use it to manage your superannuation benefits and give you information about your super. Your personal information will be disclosed to Virgin Money. Both Virgin Money and Mercer may supply you with information about other products and services offered by them and our related companies, to conduct customer satisfaction research or improve products and develop new products. Call the Customer Care Team on **1300 652 770** if you do not want to receive marketing material from Virgin Money and Mercer.

If you don't provide your personal information or otherwise authorise us to collect this information from third parties, we may not be able to provide you with one or more of our products or services.

We may sometimes collect information about you from third parties such as your employer, a previous super fund, your financial adviser, our related entities and publicly available sources.

We may disclose your information to various organisations to manage your super, including your employer; the fund's administrator; our professional advisors; insurers; our related companies which provide services or products relevant to your super; any relevant government authority that requires your personal information to be disclosed; and our other service providers that help manage your super.

To manage your super, your personal information will be disclosed to Mercer's service providers in another country, most likely at the administrator's processing centre in India. It may also be disclosed to some of Virgin Money's partners, service providers and other third parties in New Zealand, Philippines, India, Singapore, the United States of America, United Kingdom, Spain and Israel. Our Privacy Policies list all other relevant offshore locations.

Our Privacy Policies include more details about how we deal with your personal information and who you can talk to if you wish to access and/or correct information we hold about you. These policies also include details about how you may lodge a complaint about the way we have dealt with your information and how that complaint will be handled.

You can read Virgin Money's Privacy Policy online at virginmoney.com.au/super and Mercer's Privacy Policy at mercersuper.com.au or you can obtain a copy by calling the Customer Care Team. If you have a question or you have a complaint about a breach of your privacy, please contact our Customer Care Team or write to Mercer's Privacy Officer, Mercer Superannuation (Australia) Limited, GPO Box 4303, Melbourne VIC 3001 or Virgin Money's Privacy Officer, Level 8, 126 Phillip Street, Sydney NSW 2000, or email privacy@virginmoney.com.au

Step 8: Sign the form (customer to complete)

Before submitting this application, you should read and understand the fact sheet 'Splitting super contributions' available at virginmoney.com.au/superannuation/forms-and-key-information/key-documents or by calling the Customer Care Team on **1300 652 770**. You should consider obtaining professional advice if you are unsure about your contributions splitting arrangements.

I request that the trustee of Virgin Money Super splits the contributions detailed in Steps 5A and/or 5B to the superannuation account of my spouse as detailed in Step 3.

I understand that:

- once my contributions split is actioned, I will not be eligible for a further contributions split in respect of the nominated financial year
- the amount transferred from Virgin Money Super will be taken from the preservation components in the following order: preserved, restricted non-preserved, unrestricted non-preserved
- the withdrawal fee (if any) will be deducted from my Virgin Money Super account when the contributions split is made to my spouse. If I am withdrawing my entire superannuation benefit, this fee will only be charged once
- my nominated transfer amount will be reduced, if necessary, to ensure that I maintain a benefit of at least \$500 in my Virgin Money Super account
- if the contributions nominated to be split exceed the maximum allowed by the legislation or the Fund's rules, my nominated transfer amount will be reduced to the maximum allowable amount
- the value of my super in Virgin Money Super (including any Death and Total and Permanent Disablement benefits) will decrease by the amount transferred out of Virgin Money Super in accordance with this contributions split request
- there may be a delay in payment if my details have changed
- I consent to my information being collected, disclosed and used in the matter set out in this form

I confirm that the person nominated as the receiving spouse in Step 3 is an eligible spouse, as defined in Step 6 above.

I declare that the information provided on this form is correct and confirm that the amount to be split is within the legislatively specified limits.

Signature Date / /

The trustee of Virgin Money Super recommends that you seek advice from a licensed, or appropriately authorised, financial advisor regarding your super before you make any decision in relation to contributions splitting.

Please return your completed form together with your proof of identity to Virgin Money Super, GPO Box 4650, Melbourne VIC 3001.