

ORDERING CHECKLIST

Benefit Payment Allocations

Outlined below is a checklist of the information needed to complete a Benefit Payment Allocations order.

FUND DETAILS

- Name of the Superannuation Fund
- Meeting address of the trustees of the Fund
- Does the Member have an Accumulation Account in the Fund?
- From what year will the allocations be applied?

TRUSTEE DETAILS

If the Fund has individual trustees:

- Full name of each individual trustee

If the Fund has a corporate trustee:

- Name of the company
- ACN of the company
- Full name of each director of the corporate trustee
- Registered address of the company

MEMBER DETAILS

- The full name and address of the member

INCOME STREAM DETAILS

For each income stream that the Member is receiving from the Fund, the following details will be required:

- Pension Type (Account Based Pension, TRIS or Market Linked Pension)
- Commencement Date of the Pension or the unique identifier of the Pension

SURPLUS BENEFIT ALLOCATIONS

Should a surplus exist after the payment of the minimum pension payments in respect of each income stream being paid to the Member, where was the surplus amount paid from?

- Entirely from the Member's Accumulation Account in the Fund;
- Partly from the Member's Accumulation Account and partly one or more income streams; or
- Entirely from one or more of the Member's income streams.

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Accumulation Account Allocations

If the Member received a benefit payment from their Accumulation Account:

- Was the payment a fixed \$ amount
- Was it the payment of the full balance of the Member's Accumulation Account?

Income Stream Payment Allocations

If the Member was paid the surplus of their benefits from one or more of their income streams, you must select how the payments are to be allocated, noting how they would like the payment/s treated. Payments will be allocated in the order outlined in the application form until the surplus is fully allocated.

- Pension Type (Account Based Pension, TRIS or Market Linked Pension)
- Commencement Date of the Pension, or the unique identifier of the Pension
- Amount or percentage paid from the Pension
- How the payment should be treated (pension payment or partial commutation)

Should you have any queries regarding this checklist, please contact the team at Topdocs on 1300 659 242.