

ORDERING CHECKLIST

COVID-19 – Application for Early Access to Super

Outlined below is a checklist of the information needed to complete a COVID-19 Early Access package.

Please note this package should only be ordered after the member who has applied for early access to their super has received a determination from the Australian Taxation Office, confirming they can access the benefit as a result of the COVID-19 pandemic.

SMSF DETAILS

- Name of the SMSF
- Registered address of the Fund

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

DETAILS OF THE MEMBER WHO HAS APPLIED FOR EARLY ACCESS TO THEIR SUPER

- Full name of the member
- Address of the member
- Amount the ATO authorised to be released to the member
- Details of the member's bank account, where the benefit will be paid to (if provided):
 - Account name
 - Account BSB
 - Account number

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