

ORDERING CHECKLIST

Income Stream Commutation

Outlined below is a checklist of the information needed to complete an Income Stream Commutation order.

FUND DETAILS

- ☐ Name of the Superannuation Fund
- ☐ Meeting address of the trustees 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
- ☐ Registered address of the company

PENSIONER DETAILS

- ☐ Pension recipient's full name and address

INCOME STREAM COMMUTATION DETAILS – SPECIFIC COMMUTATIONS

Where you wish to specify how each income stream is to be individually commuted please provide the following for each income stream you wish to commute:

- ☐ Income Stream Type
 - > Account Based Pension; or
 - > Transition to Retirement Income Stream
- ☐ Commencement Date or Unique Identifier
- ☐ Type of Commutation
 - > Commute a specific amount (please specify amount)
 - > Commute such an amount that will result in the balance of the pension to be no greater than \$1.6 million
 - > Commute such an amount that will result in the balance of the pension to be no greater than a specific amount (please specify amount)
 - > Fully commute the pension
- ☐ Date of Commutation

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INCOME STREAM COMMUTATION DETAILS – TIERED COMMUTATIONS

If you wish to tier the commutation of a number of income streams, so that the income streams are commuted in a set order until the aggregate pension balance for the member is either \$1.6 million or another specific dollar amount:

- ☐ Date of Commutation
- ☐ Final aggregate pension balance for the Member in the Fund, following the commutations of the nominated income streams (please specify amount)

For each income stream being commuted, please provide the following:

- ☐ Income Stream Type
 - > Account Based Pension; or
 - > Transition to Retirement Income Stream
- ☐ Commencement Date or Unique Identifier

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