

ORDERING CHECKLIST

SMSF Pension Reset

Outlined below is a checklist of the information needed to complete a SMSF Pension Reset 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
- Pension recipient's date of birth and gender
- If a reversionary beneficiary is nominated, their full name, address, date of birth, gender and relationship to the pension recipient

PENSION DETAILS

- Is the existing pension a Transition to Retirement Income Stream (TRIS)?
- Will the new pension be a Transition to Retirement Income Stream?
- Will the parties be commencing the new (reset) pension:
 - > at the date that documents will be signed; or
 - > confirming prior instructions to reset the pension?
- The Condition of Release the Pensioner has met to be eligible to receive the (new) pension
- New pension commencement date
- If the pension purchase price is known, the tax free and taxable components of the pension (note you can document the reset **without** knowing the pension purchase price)
- First year pension payment amount to be taken (this can also be unknown)
- Frequency of pension payments – weekly, monthly, quarterly, or annually

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