T O P D O C S . C O M . A U

# TOPDOCS

**BENEFIT PAYMENT ALLOCATIONS   
FULL SERVICE ORDER FORM**

This set of documents enables you to document the allocation of benefit payments for a financial year (and for future financial years) firstly against the minimum pension payment requirements of all income streams payable from the Fund to the Member, then as payments from the Member’s accumulation or pension accounts.

**SECTION A (I): PERSON/ADVISER ORDERING DETAILS**

|  |  |  |
| --- | --- | --- |
| Name: | | Signature: |
| Company Name: | | |
| Postal Address: | | |
| Date Of Order:    /    / | | Your Ref: |
| Phone: (     ) -       - | Fax: (     ) -       - | Email: |

**SECTION A (II): PAYMENT DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Enclosed is payment for Benefit Payment Allocation documentation for the sum of: $ | | | | |
| Direct Debit\* | Visa | Mastercard | | Cheque |
| Card Holder Name: | | | | |
| Credit Card Number:      -      -      - | | | | |
| Expiry Date:    / | | | Authorised Card Signature: | |

\*To pay by Direct Debit you must have a current Direct Debit agreement with Topdocs. If you would like to arrange for Direct Debit for future purchases please contact Topdocs on **1300 65 92 42**

**SECTION B: FUND DETAILS**

|  |  |  |
| --- | --- | --- |
| Fund Name: | |  |
| Address where the meetings of the Trustees are held: |  |  |
| Does the Member have an Accumulation Account in the Fund? | Yes | No |
| From what year will the allocations be applied?  (note allocations will continue to apply until revoked by the Member) | 2017/2018 | 2018/2019 |

**SECTION C: TRUSTEE INFORMATION**

If the Trustee of the Fund is a Company, enter the Company details below:

|  |  |
| --- | --- |
| Corporate Trustee Name: | ACN:       -       - |
| Registered Address: | |
| Company Chairman: | |

Enter the details of the Individual Trustees, or if the Trustee is a Company, the Directors of the Corporate Trustee:

|  |  |  |  |
| --- | --- | --- | --- |
| **Trustee 1** | Name: | Individual Trustee | Director of Corporate Trustee |
| **Trustee 2** | Name: | Individual Trustee | Director of Corporate Trustee |
| **Trustee 3** | Name: | Individual Trustee | Director of Corporate Trustee |
| **Trustee 4** | Name: | Individual Trustee | Director of Corporate Trustee |

**SECTION D: DETAILS OF MEMBER RECEIVING BENEFIT**

|  |
| --- |
| Member Name: |
| Address: |

**SECTION E(I): INCOME STREAM DETAILS**

In this section please record the details of **all** income streams that are currently payable to the Member from the Fund.

|  |  |  |
| --- | --- | --- |
|  | **Pension Type** | **Commencement Date |  Unique Identifier** |
| **1** | Account Based Pension  Transition to Retirement Income Stream  Market Linked Pension | Commencement Date:   /    /  **OR**  Unique Identifier: |
|  | **Pension Type** | **Commencement Date |  Unique Identifier** |
| **2** | Account Based Pension  Transition to Retirement Income Stream  Market Linked Pension | Commencement Date:   /    /  **OR**  Unique Identifier: |
|  | **Pension Type** | **Commencement Date |  Unique Identifier** |
| **3** | Account Based Pension  Transition to Retirement Income Stream  Market Linked Pension | Commencement Date:   /    /  **OR**  Unique Identifier: |
|  | **Pension Type** | **Commencement Date |  Unique Identifier** |
| **4** | Account Based Pension  Transition to Retirement Income Stream  Market Linked Pension | Commencement Date:   /    /  **OR**  Unique Identifier: |

|  |  |  |
| --- | --- | --- |
|  | **Pension Type** | **Commencement Date |  Unique Identifier** |
| **5** | Account Based Pension  Transition to Retirement Income Stream  Market Linked Pension | Commencement Date:   /    /  **OR**  Unique Identifier: |
|  | **Pension Type** | **Commencement Date |  Unique Identifier** |
| **6** | Account Based Pension  Transition to Retirement Income Stream  Market Linked Pension | Commencement Date:   /    /  **OR**  Unique Identifier: |
|  | **Pension Type** | **Commencement Date |  Unique Identifier** |
| **7** | Account Based Pension  Transition to Retirement Income Stream  Market Linked Pension | Commencement Date:   /    /  **OR**  Unique Identifier: |
|  | **Pension Type** | **Commencement Date |  Unique Identifier** |
| **8** | Account Based Pension  Transition to Retirement Income Stream  Market Linked Pension | Commencement Date:   /    /  **OR**  Unique Identifier: |
|  | **Pension Type** | **Commencement Date |  Unique Identifier** |
| **9** | Account Based Pension  Transition to Retirement Income Stream  Market Linked Pension | Commencement Date:   /    /  **OR**  Unique Identifier: |
|  | **Pension Type** | **Commencement Date |  Unique Identifier** |
| **10** | Account Based Pension  Transition to Retirement Income Stream  Market Linked Pension | Commencement Date:   /    /  **OR**  Unique Identifier: |

**SECTION E(II): SURPLUS BENEFIT ALLOCATIONS**

The benefits paid in the nominated financial year (and in future years, until the allocation request is revoked by the Member) will be allocated firstly against the minimum pension payment requirements for each income stream being paid to the Member for the financial year.

Should a surplus exist following the application of the benefits paid against these minimum pension payments, which accounts would you like to record the surplus payments being paid from?

|  |
| --- |
| Entirely from the Member’s Accumulation Account in the Fund |
| A portion from the Member’s Accumulation Account and a portion from one or more of their income streams  Entirely from one or more of the Member’s income streams |

**Accumulation Account payment allocation**

Note: Only answer this question if a portion of the surplus benefit payment is being paid from the Member’s Accumulation Account and their income stream/s.

Note: Payments from the Accumulation Account can be from unrestricted non-preserved funds only.

|  |
| --- |
| How much of the surplus benefit paid in this financial year was paid from the Member’s Accumulation Account?: |
| $ |
| The full balance of the Member’s Accumulation Account |

**INCOME STREAM PAYMENT ALLOCATIONS**

Please specify the income streams that the surplus benefits payments were made from, noting how the payment/s are to be treated. Please note the payments will be allocated in the order outlined below until the surplus is fully allocated.

Note: Payments that are paid as a lump sum from a partial commutation of a Pension can be from unrestricted non-preserved funds only. In addition, payments from a Market Linked Pension must be pension payments only.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Pension Type** | **Commencement Date | Unique Identifier** | **Amount paid from this Pension** | **How should this payment be treated?** |
| **1** | Account Based Pension  Transition to Retirement Income Stream  Market Linked Pension | Commencement Date:     /    /  **OR**  Unique Identifier: | $       % of the remaining surplus amount  The maximum amount permitted to be paid from the pension in the financial year | As a Pension payment  As a partial commutation |
|  | **Pension Type** | **Commencement Date | Unique Identifier** | **Amount paid from this Pension** | **How should this payment be treated?** |
| **2** | Account Based Pension  Transition to Retirement Income Stream  Market Linked Pension | Commencement Date:     /    /  **OR**  Unique Identifier: | $       % of the remaining surplus amount  The maximum amount permitted to be paid from the pension in the financial year | As a Pension payment  As a partial commutation |
|  | **Pension Type** | **Commencement Date |Unique Identifier** | **Amount paid from this Pension** | **How should this payment be treated?** |
| **3** | Account Based Pension  Transition to Retirement Income Stream  Market Linked Pension | Commencement Date:     /    /  **OR**  Unique Identifier: | $       % of the remaining surplus amount  The maximum amount permitted to be paid from the pension in the financial year | As a Pension payment  As a partial commutation |
|  | **Pension Type** | **Commencement Date | Unique Identifier** | **Amount paid from this Pension** | **How should this payment be treated?** |
| **4** | Account Based Pension  Transition to Retirement Income Stream  Market Linked Pension | Commencement Date:     /    /  **OR**  Unique Identifier: | $       % of the remaining surplus amount  The maximum amount permitted to be paid from the pension in the financial year | As a Pension payment  As a partial commutation |
|  | **Pension Type** | **Commencement Date |Unique Identifier** | **Amount paid from this Pension** | **How should this payment be treated?** |
| **5** | Account Based Pension  Transition to Retirement Income Stream  Market Linked Pension | Commencement Date:     /    /  **OR**  Unique Identifier: | $       % of the remaining surplus amount  The maximum amount permitted to be paid from the pension in the financial year | As a Pension payment  As a partial commutation |
|  | **Pension Type** | **Commencement Date | Unique Identifier** | **Amount paid from this Pension** | **How should this payment be treated?** |
| **6** | Account Based Pension  Transition to Retirement Income Stream  Market Linked Pension | Commencement Date:     /    /  **OR**  Unique Identifier: | $       % of the remaining surplus amount  The maximum amount permitted to be paid from the pension in the financial year | As a Pension payment  As a partial commutation |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Pension Type** | **Commencement Date | Unique Identifier** | **Amount paid from this Pension** | **How should this payment be treated?** |
| **7** | Account Based Pension  Transition to Retirement Income Stream  Market Linked Pension | Commencement Date:     /    /  **OR**  Unique Identifier: | $       % of the remaining surplus amount  The maximum amount permitted to be paid from the pension in the financial year | As a Pension payment  As a partial commutation |
|  | **Pension Type** | **Commencement Date | Unique Identifier** | **Amount paid from this Pension** | **How should this payment be treated?** |
| **8** | Account Based Pension  Transition to Retirement Income Stream  Market Linked Pension | Commencement Date:     /    /  **OR**  Unique Identifier: | $       % of the remaining surplus amount  The maximum amount permitted to be paid from the pension in the financial year | As a Pension payment  As a partial commutation |
|  | **Pension Type** | **Commencement Date | Unique Identifier** | **Amount paid from this Pension** | **How should this payment be treated?** |
| **9** | Account Based Pension  Transition to Retirement Income Stream  Market Linked Pension | Commencement Date:     /    /  **OR**  Unique Identifier: | $       % of the remaining surplus amount  The maximum amount permitted to be paid from the pension in the financial year | As a Pension payment  As a partial commutation |
|  | **Pension Type** | **Commencement Date | Unique Identifier** | **Amount paid from this Pension** | **How should this payment be treated?** |
| **10** | Account Based Pension  Transition to Retirement Income Stream  Market Linked Pension | Commencement Date:     /    /  **OR**  Unique Identifier: | $       % of the remaining surplus amount  The maximum amount permitted to be paid from the pension in the financial year | As a Pension payment  As a partial commutation |