

**Account-Based Pension Establishment Service**

By completing this form, you will provide all the information we need in order to *document* the commencement of an Account-Based pension from a self managed superannuation fund. As part of our service, we:

- review the Trust Deed to investigate whether any changes are required in order to pay the pension;
- prepare all relevant letters, minutes, declarations etc for signing by the relevant parties;
- calculate the statutory pension amounts required to be paid for the remainder of the financial year;
- calculate the tax free proportion of the pension applying each year;
- complete statutory forms – Tax File Number declarations and the form to register the Fund for Pay-As-You-Go Withholding tax (if required); and
- include an Account-Based Pension Product Disclosure Statement.

**Note that this is a documentation service only.** If you need calculations performed in order to calculate the Crystallised Segment please note the existing member components in Section D below (additional fees apply for this service). We are also able to provide **advice** on benefit structuring given the member’s circumstances – we hold our own Australian Financial Services Licence (covering the full range of superannuation issues) and have significant expertise in superannuation pensions. Please do not hesitate to contact one of our consultants if you wish to explore this service.

The **cost** (inc. GST) of this documentation service is as follows (please see payment options below):

1 pension	\$660
Each additional pension*	\$330
Crystallised Segment calculation	\$110 - <i>please complete Section F</i>
Trust Deed Amendment if requested	\$440 - <i>please complete our "Trust Deed Amendment Service" form</i>

\* where the documents are completed for the fund at the same time

**Confirmation and Acceptance of Terms**

I confirm that the information on this form is correct and I have completed the payment details below. *Please note that payment must accompany all requests* (an invoice will be provided in due course).

Name & Signature: .....

Invoice in the name of: .....

**Payment Details**

- Please find a cheque attached
- A Direct Debit agreement is in place in the name of:.....

Account Holder’s Signature: .....

- Please charge the following credit card:

MasterCard  Visa      **Amount:**.....

Cardholder’s full name: .....

Card Number: \_ \_ \_ \_ / \_ \_ \_ \_ / \_ \_ \_ \_ / \_ \_ \_ \_      Expiry Date: \_ \_ / \_ \_

Cardholder’s Signature: .....

**Documents to Attach**

- Full copy of the Fund’s current Trust Deed;
- Financial statements/member statements on which the breakdown in Section D is based. *Please note that pension account balances must be reported at **market value***; and
- Full details of any assets which will be segregated to provide the pension (if any).

**Section A: Contact Details**

**Person Ordering the Service** – documents will be forwarded to this person.

Name: .....

Name of Firm: .....

Postal Address: .....

Contact Number: ..... Fax: .....

Email: .....

**Section B: Fund and Trustee Details**

Name of Fund: .....

TFN: \_\_\_\_/\_\_\_\_/\_\_\_\_ ABN: \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_

Is the Fund already registered for PAYG Withholding? Yes/No

**Please Indicate Trustee Type**

Corporate Trustee: .....

Company Directors: .....

Individual Trustees: .....

**Section C: Member Details** – If there is more than one member commencing a pension please copy this page.

Title: Mr/Mrs/Miss/Ms/Dr Sex: Male/Female

First Name: ..... Surname: .....

Street Address: .....

Date of Birth:...../...../..... TFN:.....

**On what basis can the member commence the pension:**

- they have sufficient unrestricted non-preserved monies; or
- they have met the following condition of release:
  - 65 years of age or over
  - terminated an employment relationship after age 60
  - reached preservation age and have permanently retired; or
- they have reached preservation age and wish to commence a transition to retirement pension.

**If the member is under 60 (and therefore still paying tax) will he/she be claiming / paying:**

- the tax free threshold from their pension(s) Yes/No
- a reduced rate of withholding for the Senior Australians tax offset Yes/No
- a zone, dependent spouse or special tax offset Yes/No
- an accumulated HECS or Financial Supplement debt Yes/No

**Section D: Pension Details**

If you wish to establish two or more pensions, please copy this page and complete a schedule for each one.

1. Pensioner's name:		
2. Pension Commencement date:		
3. Reversionary beneficiary details (if any):		
<ul style="list-style-type: none"> <li>• Name</li> <li>• Relationship to pensioner (eg. spouse)</li> <li>• Date of birth</li> </ul>		
4. Components #:	<b>Accumulation</b> Balance before this pension starts* (exclude any pensions already in place)	Initial balance of <b>this</b> pension
<ul style="list-style-type: none"> <li>• Tax Free Component</li> <li>• Taxable Component</li> </ul>	_____	
TOTAL	\$ _____	\$ _____
5. Preservation components for <b>this</b> pension:		
<ul style="list-style-type: none"> <li>• Preserved</li> <li>• Restricted non-preserved</li> <li>• Unrestricted non-preserved</li> </ul>	_____	
TOTAL	\$ _____	
6. Payment frequency (please indicate):	<input type="checkbox"/> Annual <input type="checkbox"/> Monthly <input type="checkbox"/> Other (specify)	
7. Payment amounts this year (please indicate):	<input type="checkbox"/> Minimum allowed <input type="checkbox"/> Fixed amount of \$ _____ each payment <i>(ie. per month/year etc) before/after tax (please indicate)</i>	
8. Have any assets been specifically segregated to provide the pension?	Yes/No (if yes, attach full details)	

# These are the new tax components which apply from 1 July 2007. Even if the member is over 60 and is therefore no longer paying tax on his or her pension, the components must still be determined as they affect the tax paid on death. We can assist in this calculation if required – we simply need the additional information set out in Section F overleaf.

\* This is the current accumulation balance for the member and should include any contributions / rollovers received and exclude any lump payments / rollovers paid from **this** balance since the previous 30 June.

**Section E : Authorisation to Establish (required for all pensions)**

I hereby authorise Heffron to establish an Account-Based pension from my self managed superannuation fund with the information provided to them for this purpose. I understand that unless I have specifically obtained a Statement of Advice from Heffron recommending the establishment of the Account-Based pension, Heffron has not reviewed my circumstances to determine the appropriateness of the Account-Based pension and have simply established the Account-Based pension in accordance with my instructions or instructions received from my adviser(s).

Name: .....

Signature: .....

**No further information is required unless you require assistance in calculating the tax components above. If this is the case, complete Section F overleaf.**

**Section F : Calculation of tax components**

**Only complete this section if you require assistance in calculating the tax components required in Section D above**

1. Pensioner's name			
2. Eligible Service Date			
3. <b>Market value</b> of Accumulation Account at <b>30 June 2007</b> (regardless of the commencement date for this pension)  Comprised of: <ul style="list-style-type: none"> <li>• CGT exempt component</li> <li>• Undeducted Contributions</li> <li>• Concessional</li> <li>• Pre/Post 83 taxed</li> <li>• Post-94 Invalidity</li> </ul>	\$ _____  \$ _____ \$ _____ \$ _____ \$ _____ \$ _____		
4. <b>Transactions since 30 June 2007</b> We need details of certain contributions, certain components of rollovers received, withdrawals and any other pensions that have already commenced since that time. Please use a separate sheet if there are a number of transactions to report.			
4a. Non-concessional contributions received (or the tax free component of any rollover received): <b>Date or date range *</b>  _____ _____ _____ _____ _____	<b>Amount</b>  \$ _____ \$ _____ \$ _____ \$ _____ \$ _____		
4b. Details of lump sum withdrawals / rollovers paid / other pensions # that have already commenced :			
	<i>Description</i>	<i>Amount of lump sum / rollover / initial balance of other pension</i>	<i>Total market value of member account (excluding accounts relating to pensions already in place) at that date</i>
<i>Date or date range *</i>	<i>(eg lump sum withdrawal, pension commencement)</i>		
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\* We do not need to know the precise date any contributions were received. We do, however, need to know whether these contributions were received before or after lump sum payments / pension commencements shown in the table below.

# Note that it is not necessary to identify payments from pensions – only their establishment.

**These details are only required if you require assistance in calculating the tax components of the pension and/or the total fund balance. Note also that if a number of payments have been made, we may need to charge more than our standard additional fee of \$110 to calculate the tax components. We will contact you to discuss this if it proves necessary.**