

Applying for a Departing Australia superannuation payment



Complete a separate application for each fund.



You can only lodge your application **after you leave Australia.**



OUR COMMITMENT TO YOU

We are committed to providing you with advice and information you can rely on.

We make every effort to ensure that our advice and information is correct. If you follow advice in this publication and it turns out to be incorrect, or it is misleading and you make a mistake as a result, we must still apply the law correctly. If that means you owe us money, we must ask you to pay it. However, we will not charge you a penalty or interest if you acted reasonably and in good faith.

If you make an honest mistake when you try to follow our advice and you owe us money as a result, we will not charge you a penalty. However, we will ask you to pay the money, and we may also charge you interest.

If correcting the mistake means we owe you money, we will pay it to you. We will also pay you any interest you are entitled to.

If you feel this publication does not fully cover your circumstances, please seek help from the Tax Office or a professional adviser.

The information in this publication is current at November 2007. We regularly revise our publications to take account of any changes to the law, so make sure that you have the latest information. If you are unsure, you can check for a more recent version on our website at www.ato.gov.au or contact us.

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APPLYING ONLINE

You can apply for a departing Australia superannuation payment (DASP) online. This is a **free service** and your eligibility can be confirmed automatically.

To apply online, visit our website at www.ato.gov.au and select:

- Online services
- For individuals, then
- Temporary residents online application.

⚠ If you wish to claim superannuation money from more than one superannuation fund, you must complete a separate application for each fund.

If your superannuation fund has an application form similar to this, you can complete their application form instead of ours.

WHEN TO COMPLETE THIS APPLICATION

You can only complete and send this application **after you leave Australia** to obtain your superannuation money if you are an eligible temporary resident.

If you wish to claim superannuation money that has been paid into:

- the superannuation holding accounts special account, complete an *Application for withdrawal from your Superannuation Holding Accounts (SHA) Special Account* (NAT 2373), or
- consolidated revenue, complete an *Application for direct payment from consolidated revenue* (NAT 16338).

⚠ If your claim is more than \$5,000, we will need confirmation of your immigration status. You must apply to the Department of Immigration and Citizenship (DIAC) to obtain this information. DIAC will charge you a fee for this (see Section D: Additional documentation).

➔ To obtain more copies of this application:

- visit our website at www.ato.gov.au or
- phone us on **13 10 20**.

ELIGIBILITY

You are eligible to apply if:

- you are a temporary resident
- you entered Australia on an eligible temporary resident visa
- you have departed Australia, and
- your visa has expired or been cancelled.

➔ For a complete list of eligible temporary resident visas refer to *Temporary residents – eligible temporary resident visas* on our website at www.ato.gov.au

BEFORE YOU APPLY

Before you complete and send your application, ask your superannuation fund/s:

- if you are entitled to claim your money (in some cases, your fund's rules may restrict access to your superannuation)
- how much superannuation money they are holding for you, and
- for the appropriate form/s you must complete to claim your superannuation.

FINDING YOUR SUPERANNUATION

If you don't know where your superannuation money is, contact your Australian employer to find out which fund they paid it to on your behalf.

You may also be able to locate your superannuation using our online lost superannuation search tool, SuperSeeker, at www.ato.gov.au

SuperSeeker may provide you with possible matches immediately. To use SuperSeeker, you will need your tax file number (TFN), name and date of birth.

If you don't have your TFN, you can ask us to search for you by completing *Searching for lost super* (NAT 2476).

PROCESSING YOUR APPLICATION

Superannuation funds must pay out your superannuation money within 28 days of receiving a completed application. However, it may take longer than 28 days to process your application if you do not provide all the necessary information. You should ask your superannuation fund if they need any additional information to process your application.

HOW TO COMPLETE THIS APPLICATION

SECTION A: APPLICANT DETAILS

1. Your Australian tax file number (TFN)

Provide your TFN.

We are authorised by the *Taxation Administration Act 1953* to ask for your TFN. You do not have to provide your TFN. However, not doing so may cause delays in processing your application and you may have to pay more tax than necessary.

2. Your name

Provide your full name.

3. Your previous name

Provide details of all previous names or other names you are or were commonly known by. If there is insufficient space, please attach a separate page.

If you have changed your name you must also provide a document that shows how you changed your name, such as a:

- marriage certificate
- deed poll, or
- change of name certificate from the Births, Deaths and Marriages Registration Office.

4. Your date of birth

Provide your date of birth.

5. Your residential address outside Australia

Provide your residential address details. All correspondence will be sent to this address.

6. Your daytime phone and fax numbers

Provide your phone and fax numbers including the country and area codes.

7. Your email address

Provide your email address.

8. Your last address in Australia or address shown on your last superannuation fund statement

Provide your last Australian residential address or the address shown on your last superannuation fund statement.

SECTION B: SUPERANNUATION FUND DETAILS

If you wish to claim superannuation money from more than one superannuation fund, you must complete a separate application for each fund.

9. Superannuation fund name

Provide the name of your superannuation fund where contributions have been made by you or on your behalf.

10. Superannuation fund address

Provide the address of your superannuation fund where contributions may have been made by you or on your behalf.

11. Superannuation fund Australian business number (ABN) (if known)

Provide your superannuation fund's Australian business number.

12. Your member account number with this superannuation fund

Provide your member account number with your superannuation fund.

SECTION C: EMPLOYMENT DETAILS

13. Employer contact details

Provide contact details of the Australian employer who made superannuation contributions on your behalf.

14. Employer business name

Provide the full business name of the Australian employer who made superannuation contributions on your behalf.

15. Employer business address

Provide the business address of the Australian employer who made superannuation contributions on your behalf.

16. Date you commenced employment with this employer

Provide the date you commenced employment with the Australian employer who made superannuation contributions on your behalf.

17. Date your employment ended with this employer

Provide the date you finished employment with the Australian employer who made superannuation contributions on your behalf.

CERTIFICATION OF PERSONAL DOCUMENTS


SECTION D: ADDITIONAL DOCUMENTATION

If your superannuation money is **less than \$5,000**, you must provide certified copies of the following additional documents only:

- your visa, or evidence that you were the holder of an eligible temporary resident visa that has expired or been cancelled
- your passport showing your photograph and identification pages, together with the page showing your departure stamp from Australia, and
- documentation showing how you changed your name (for example, your marriage certificate) if you have changed your name since leaving Australia.

If your superannuation money is **\$5,000 or more**, you must provide the following additional documents only:

- documentation showing how you changed your name (for example, your marriage certificate) if you have changed your name since leaving Australia, and
- a written statement from the Department of Immigration and Citizenship (DIAC) stating that you
 - were the holder of an eligible temporary resident visa that has expired or been cancelled, and
 - have departed Australia.

 To obtain this statement, you must complete *Form 1194 Certification of Immigration Status*. DIAC will charge a fee for this. To obtain a copy of this form or for more information, visit www.immi.gov.au

You must have all copies of your original documents certified by an authorised person. To do this, you must provide the authorised person with the original documents and the copies so they can make sure they are identical.

The authorised person must certify that each page is a true copy by:

- writing or stamping '**certified true copy**' on each page
- signing each page
- dating each page, and
- printing their name and qualification on each page (for example, Tony Smith, Justice of the Peace).

Resident of Australia

If you have not yet left Australia, you can have copies of your documents certified before you leave by a:

- barrister
- doctor
- judge
- Justice of the Peace
- minister of religion (who is authorised to celebrate marriages)
- police officer (rank of sergeant or above, or highest ranking officer in the station)
- bank, building society or credit union officer of at least 5 years service
- sheriff's officer, or
- solicitor.

Non-resident of Australia

If you have left Australia, you can take your original documents to the Australian Embassy, High Commission or Consulate to be copied and certified by the consular staff.

SECTION E: CONSENT TO TRUSTEE

By completing this section, you authorise the superannuation fund to release your money.

Provide the superannuation fund name, then sign and date the consent.

SECTION F: DECLARATION BY INDIVIDUAL

When you have completed the application, sign and date the declaration.

WHERE TO SEND THE COMPLETED APPLICATION

If your superannuation money is **less than \$5,000**, send your completed application and supporting documentation to your superannuation fund.

If your superannuation money is **\$5,000 or more**, send your completed application, *Form 1194 Certification of Immigration Status* and application fee to:

Department of Immigration and Citizenship
GPO Box 1496
HOBART, TAS 7001
AUSTRALIA.

DIAC will confirm your eligibility for payment and forward your completed application to your superannuation fund.

 To find the *Form 1194 Certification of Immigration Status* application fee, visit the Department of Immigration and Citizenship website at www.immi.gov.au

MORE INFORMATION

For more information:

- contact your superannuation fund
- visit the DIAC website at www.immi.gov.au
- visit our website at www.ato.gov.au
- email us at DASPmail@ato.gov.au
- fax us on **+61 2 6058 7104**
- phone us on
 - **13 10 20** between 8am and 6pm, Monday to Friday if you are in Australia, or
 - **+61 2 6216 1111**, if you are outside Australia, between 8.00am and 5.00pm AEST Monday to Friday and ask to speak to a DASP Client Contact Officer (this is not a free call).

In Australia:

If you do not speak English well and want to talk to a tax officer, phone the Translating and Interpreting Service on **13 14 50** for help with your call.

If you have a hearing or speech impairment and have access to appropriate TTY or modem equipment, phone **13 36 77**. If you do not have access to TTY or modem equipment, phone the Speech to Relay Service on **1300 555 727**.

Section B: Superannuation fund details

Provide details of the superannuation fund where contributions have been made by you or on your behalf. If you have more than one fund, you must complete a separate application for each fund.

! We cannot process your application if this section is not complete.

9 Superannuation fund name

10 Superannuation fund address

Suburb/town

State/territory

Postcode

11 Superannuation fund Australian business number (ABN) (if known)

12 Your member account number with this superannuation fund

Section C: Employment details

13 Employer contact details

Title: Mr Mrs Miss Ms Other

Family name

First given name

Contact telephone number

Email address

14 Employer business name

15 Employer business address

Suburb/town/locality

State/territory

Postcode

Country if outside Australia

16 Date you commenced employment with this employer

Day / Month / Year
 / /

17 Date your employment ended with this employer

Day / Month / Year
 / /

Section D: Additional documentation

As my superannuation money is **less than \$5,000** I have attached:


- a certified copy of my visa, or evidence that I was a holder of an eligible temporary resident visa which has expired or been cancelled
- a certified copy of my passport showing the departure stamp from Australia
- a certified copy of supporting documentation for verification of name change since I left (if applicable), and
- any additional information required by my superannuation fund.

Post your application to your superannuation fund with all relevant documentation to prove your eligibility.

As my superannuation money is **\$5,000 or more** I have attached:

- a completed *Form 1194 Certification of Immigration Status* from the Department of Immigration and Citizenship (DIAC).
- a certified copy of supporting documentation for verification of name change since I left Australia (if applicable), and
- any additional information required by my superannuation fund.

Send your *Form 1194 Certification of Immigration Status* **and the application fee** to DIAC, along with this application. DIAC will confirm your eligibility for payment and forward your completed application to your superannuation fund. Do not send the *Form 1194 Certification of Immigration Status* to DIAC until you have left Australia.

 All copies of any documentation you send with this application must be certified.

Section E: Consent to trustee

By completing this section, you authorise the superannuation fund to release your money.

I wish to apply to the trustee of

Superannuation fund name

for a departing Australia superannuation payment.

Name

Signature

Date

Day	Month	Year
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Section F: Declaration by individual

Privacy

The Tax Office is authorised by the *Superannuation Industry (Supervision) Act 1993*, *Retirement Savings Account Act 1997*, *Income Tax Assessment Act 1936*, *Income Tax Assessment Act 1997* and the *Taxation Administration Act 1953* to ask for the information on this application. We need this information to help us process your DASP application. Where authorised by law, we may give this information to other government agencies. These agencies could include the Department of Immigration and Citizenship.

I declare that the information given in this application is complete and correct.

Name

Signature

Date

Day	Month	Year
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

 You must sign this declaration before you send your completed application.

Checklist

Before sending your application, complete the following checklist.

If your superannuation is less than \$5,000

- Sections A–C complete
- Certified copy of visa attached
- Certified copy of passport attached
- Certified copy of verification of name change document attached (if applicable)
- Section E signed
- Section F signed

 Send your completed application and supporting documentation to your **superannuation fund**.

If your superannuation is \$5,000 or more

- Sections A–C complete
- Completed *Form 1194 Certification of Immigration Status* attached
- Application fee for DIAC's certification of immigration status attached
- Certified copy of verification of name change document attached (if applicable)
- Section E signed
- Section F signed

 Send your completed application and supporting documentation to DIAC at:

Department of Immigration and Citizenship
GPO Box 1496
HOBART TAS 7001
AUSTRALIA