

# Application for a departing Australia superannuation payment

How to complete your *Application for a departing Australia superannuation (super) payment*.

## WHO SHOULD COMPLETE THIS APPLICATION?

You can only apply for a payment using this form if all the following criteria apply to you:

- you were a temporary resident
- you entered Australia on a temporary visa (excluding subclasses 405 and 410)
- you have departed Australia
- your visa has expired or been cancelled
- your super fund is holding your super money.

⚠ Australian and New Zealand citizens, permanent residents of Australia or holders of a retirement visa (subclass 405 or 410) are not eligible to receive a departing Australia super payment (DASP) from a super fund.

Intermediaries (for example, tax agents, accountants or financial advisors) applying on behalf of a client cannot use this form but can apply using the DASP online application system at [www.ato.gov.au/departaustralia](http://www.ato.gov.au/departaustralia)

## REQUESTING CANCELLATION OF YOUR TEMPORARY VISA

If your temporary visa has not yet ceased but you have left Australia and you know that you will not be returning to Australia on this visa, you can ask the Department of Immigration and Citizenship (DIAC) to cancel your visa.

This request must be made in writing by you or by your authorised agent.

To request the cancellation of your visa, email [super.hobart@immi.gov.au](mailto:super.hobart@immi.gov.au) or write to DIAC (see page 5 for their address) with the following information:

- a clear statement that you wish to have your visa cancelled
- your full name and date of birth
- your passport number (of the passport you used when you were in Australia)
- the subclass number of the visa you wish to have cancelled
- your current residential address
- the date that you left Australia.



If members of your family (for example, your spouse and dependent children) also held a visa, and this was only because you held a visa, you must also provide the above details for them.

Alternatively, if you need to complete the *Certification of immigration status* (form 1194) (refer to section D), you can request the cancellation of your visa by completing the section called 'Optional – Request for cancellation of eligible temporary resident visa'.

➤ There may be legal consequences if your visa is cancelled. For more information, go to [www.immi.gov.au/superannuation](http://www.immi.gov.au/superannuation)

## BEFORE YOU APPLY FOR YOUR SUPER

Before you complete and send this application, ask your super fund:

- if you are entitled to claim your super money (in some cases, your super fund's rules may restrict access to your super money)
- how much super money they are holding for you
- if you need to complete any other forms to claim your super money
- if they have any specific requirements regarding the certification of documents
- whether they have paid your super money to the Australian Taxation Office (ATO). Refer to 'Make sure you claim all your super' in the next column.

⚠ If you wish to claim super money from more than one super fund, you must complete a separate application for each super fund. If your super fund has an application form similar to this one, you can complete their application form instead of this form.

## APPLYING ONLINE

The easiest way to claim your super is to apply online using the DASP online application system at [www.ato.gov.au/departaustralia](http://www.ato.gov.au/departaustralia)

This is a free service and your eligibility to apply is confirmed automatically.

## MAKE SURE YOU CLAIM ALL YOUR SUPER

If you've ever changed your name, address or job, you may have lost track of your super. You can search for your lost super:

- online using the *SuperSeeker* tool
- over the phone by calling **13 28 65** and following the prompts
- by downloading and completing a *Searching for lost super* form (NAT 2476).

If you have super money that has been paid to the ATO, you can claim the money by using:

- the DASP online application system at [www.ato.gov.au/departaustralia](http://www.ato.gov.au/departaustralia)
- an *Application for payment of unclaimed superannuation money – Individual* (NAT 71685)
- an *Withdrawal from your inactive superannuation holding account* (NAT 16338) – where the ATO has held super money on your behalf for 10 or more consecutive financial years.

## WHERE TO SEND THE COMPLETED APPLICATION

You should send the completed and signed application, together with your certified proof of identity documents, to your super fund.

⚠ If your claim is for more than \$5,000, or your super fund requests evidence from DIAC confirming your immigration status, you must apply to DIAC for certification of your immigration status (see section D on page 4).

## PROCESSING YOUR APPLICATION

Super funds must pay out your super 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 super fund if they need any additional information to process your application.

Withholding tax may be deducted from your DASP withdrawal. For more information, refer to [www.ato.gov.au/departaustralia](http://www.ato.gov.au/departaustralia)

## HOW DO I COMPLETE THIS APPLICATION?

### SECTION A: YOUR DETAILS

#### Question 1

##### Australian tax file number (TFN)

Provide your Australian TFN.

Your super fund is authorised to collect your TFN under the *Superannuation Industry (Supervision) Act 1993*. It is not an offence if you do not quote your TFN. However, quoting your TFN reduces the risk of administrative errors that could delay the processing of your application.

#### Question 2

##### Name

Provide your full name.

#### Question 3

##### Previous name

Provide details of all previous names or other names you are or were commonly known by. If there is insufficient space, write the details on a separate page and include it with this application.

If you have changed your name since you first entered Australia, you need to provide certified evidence of your name change – for example, a marriage certificate, deed poll or change of name certificate from the Births, Deaths and Marriage Registration Office or equivalent in your country.

Refer to section D of these instructions for information about certifying copies of documents.

#### Question 4

##### Date of birth

Provide your date of birth.

#### Question 5

##### Current postal address

Provide your current postal address.

#### Question 6

##### Phone and fax numbers

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

#### Question 7

##### Email address

Provide your email address.

#### Question 8

##### Last address in Australia or address shown on your last super fund statement

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

### SECTION B: SUPER FUND DETAILS

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

#### Question 9

##### Super fund name

Provide the name of your super fund.

#### Question 10

##### Super fund Australian business number (ABN) (if known)

Provide your super fund's Australian business number, if you know what it is.

You may find your super fund ABN:


- on correspondence the super fund has sent you
- on the super fund's website
- by contacting your super fund.

#### Question 11

##### Member account number with this super fund

Provide your member account number with your super fund.

### SECTION C: EMPLOYER DETAILS

 Only provide details for the employer that has contributed to the super fund you have provided in section B. If you have more than one employer that has contributed to this super fund, provide details for each employer (covering questions 12 – 15) on a separate sheet of paper and include with this application. Make sure you include your name on each page.

#### Question 12

##### Employer Australian business number (ABN) (if known)

Provide the ABN of the Australian employer who made super contributions on your behalf.

#### Question 13

##### Employer business name

Provide the full business name of your Australian employer.

#### Question 14

##### Employer business address

Provide the business address of your Australian employer.

#### Question 15

##### Period of employment

Provide the dates of your employment with your Australian employer.

### SECTION D: YOUR SUPPORTING DOCUMENTATION

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

- your visa, or evidence that you were the holder of a temporary visa which has ceased to be in effect
- your passport showing your photograph and identification pages, together with the page showing your departure stamp from Australia
- documents showing how you changed your name (for example, your marriage certificate), if you have changed your name since you first entered Australia
- any additional information required by your super fund.

If your super money is **\$5,000 or more**, you must:

- provide certified copies of documentation showing how you changed your name (for example, your marriage certificate), if you have changed your name since you first entered Australia
- provide certified copies of any additional information required by your super fund
- apply for a *Certification of immigration status* (form 1194) from the Department of Immigration and Citizenship (DIAC).

#### CERTIFICATION OF IMMIGRATION STATUS

The *Certification of immigration status* is an electronic certificate which is sent to your nominated super fund and copied to you.

You only need one *Certification of immigration status* for all super funds you are claiming from. It confirms your eligibility for DASP by stating that:

- a you were a temporary resident
- b your temporary visa has ceased to be in effect
- c you have left Australia.

To obtain the certification, you must complete form 1194 *Certification of immigration status* and send this to DIAC, together with a fee.

If you need more information about the *Certification of immigration status*, including fees and charges, or to obtain a copy of the form, you can:

- visit [www.immi.gov.au](http://www.immi.gov.au)
- email [super.hobart@immi.gov.au](mailto:super.hobart@immi.gov.au)

### CERTIFICATION OF PERSONAL DOCUMENTS

You must have all copies of your original documents certified by an authorised person. If the original document is not written in English, there are extra steps detailed below.

The authorised person certifying your documents must sight the original and certify on the copies that each page is a true copy by writing or stamping **on each page** 'certified true copy' followed by:

- their signature
- their printed name
- their qualifications (for example, 'Justice of the Peace')
- the date.

In Australia, you can have copies of your documents certified by a:

- barrister
- Commissioner for Declaration (Queensland only)
- doctor
- judge
- Justice of the Peace
- minister of religion who is authorised to celebrate marriages
- police officer
- bank, building society or credit union officer of at least five years service
- sheriff's officer
- solicitor.

If the original document is not written in English, you must provide a written translation that an authorised translation service has certified as a true and correct copy. Authorised translation services include:

- an appropriate embassy
- a professional translation service accredited by the National Accreditation Authority for Translators and Interpreters Ltd (NAATI).

You must then provide the certified copies of both the original document and the written translation.

If you are outside Australia, you can have copies of your documents certified by consular staff at an Australian:

- Embassy
- High Commission
- Consulate.

If you are unable to reach an Australian Embassy, High Commission or Consulate, your documents can be certified by a:

- notary public
- Justice of the Peace
- judge of the court
- registrar or deputy registrar of a court.

If neither of the above options is available to you, you can send us copies bearing an apostille if the issuing country is a signatory to the Hague Apostille Convention. For more information on copies bearing an apostille, visit our website at [www.ato.gov.au](http://www.ato.gov.au) and search for 'apostille'.

### SECTION E: CONSENT TO TRUSTEE


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

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

### SECTION F: DECLARATION

Read the declaration. If it is correct, print your full name then sign and date the declaration.

### WHERE DO I SEND THE COMPLETED APPLICATION

 **Do not send this application to the ATO.**

Send your completed DASP application and all certified supporting documentation (listed in section D) **to your super fund.**

If you require certification of your immigration status, complete DIAC form 1194 *Certification of immigration status* (available from [www.immi.gov.au](http://www.immi.gov.au) or from [super.hobart@immi.gov.au](mailto:super.hobart@immi.gov.au)) and either:

- post to  
**Department of Immigration and Citizenship**  
**GPO Box 1496**  
**HOBART TAS 7001**  
**AUSTRALIA**
- scan and email to [super.hobart@immi.gov.au](mailto:super.hobart@immi.gov.au)

DIAC will confirm your eligibility for DASP and will forward the *Certification of immigration status* to your nominated super funds. DIAC will email a copy to you at the email address you provide on form 1194.

Keep a copy of your application and certified documents for your records.

### MORE INFORMATION

For more information about the departing Australia superannuation payment:

- contact your super fund
- visit [www.ato.gov.au/departaustralia](http://www.ato.gov.au/departaustralia)
- visit the DIAC website at [www.immi.gov.au](http://www.immi.gov.au)
- email DIAC at [super.hobart@immi.gov.au](mailto:super.hobart@immi.gov.au)
- phone us on
  - **13 10 20**, if you are in Australia, between 8.00am and 6.00pm Monday to Friday
  - **+61 2 6216 1111**, if you are outside Australia, between 8.00am and 5.00pm Monday to Friday (Australian Eastern Standard Time or Eastern Daylight-saving Time) and ask to speak to Superannuation enquiries.
- email us at [DASPmail@ato.gov.au](mailto:DASPmail@ato.gov.au)
- write to us at  
**Australian Taxation Office**  
**PO Box 3100**  
**Penrith NSW 2740**

### Translating and teletype services

If you do not speak English well and need help from the ATO, phone the Translating and Interpreting Service on **13 14 50** or if you are calling from overseas, phone **+61 3 9203 4027**.

If you are deaf, or have a hearing or speech impairment, phone the ATO through the National Relay Service (NRS) on the numbers listed below:

- TTY users, phone **13 36 77** and ask for the ATO phone number you need. If you are calling from overseas, phone **+61 7 3815 7799**
- Speak and Listen (speech-to-speech relay) users, phone **1300 555 727** and ask for the ATO phone number you need. If you are calling from overseas, phone **+61 7 3815 8000**
- internet relay users, connect to the NSR on [www.relayservice.com.au](http://www.relayservice.com.au) and ask for the ATO phone number you need.

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## PRIVACY

Super funds are 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. This information is required to help process your DASP application. Where authorised by law, we may give this information to government agencies, including the Department of Immigration and Citizenship.

## OUR COMMITMENT TO YOU

We are committed to providing you with accurate, consistent and clear information to help you understand your rights and entitlements and meet your obligations.

If you follow our information in this publication and it turns out to be incorrect or misleading, and you fail to comply with the law as a result, we must still apply the law correctly. However, we will take the fact that you followed our information into account when deciding what action, if any, we should take.

If you make an honest mistake in trying to follow our information in this publication and you fail to comply with the law as a result, we will take the reason for the mistake into account in deciding what action to take.

If you feel that this publication does not fully cover your circumstances, or you are unsure how it applies to you, you can seek further assistance from us.

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 more recent information on our website at [www.ato.gov.au](http://www.ato.gov.au) or contact us.

This publication was current at **July 2012**.



## WHEN COMPLETING THIS APPLICATION

- Print clearly in BLOCK LETTERS using a black pen.
- Place  in all applicable boxes.

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

## Section A: Your details

### 1 Australian tax file number (TFN)

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⚠ Your superannuation fund is authorised to collect your TFN under the *Superannuation Industry (Supervision) Act 1993*. You are not required by law to provide your TFN. However, quoting your TFN reduces the risk of administrative errors that could delay the processing of your application.

### 2 Name

Title: Mr  Mrs  Miss  Ms  Other

Family name

First given name

Other given name/s

### 3 Previous name

⚠ If there is insufficient space, write the details on a separate page and include it with this application.

Title: Mr  Mrs  Miss  Ms  Other

Family name

First given name

Other given name/s

⚠ If you have changed your name since you first entered Australia, remember to include certified evidence of your name change (for example, your marriage certificate) with this form.

### 4 Date of birth

Day / Month / Year  
  /   /

### 5 Current postal address

Suburb/town/locality

State/territory  
    
(Australia only)

Postcode  
      
(Australia only)

Country if outside Australia

### 6 Phone and fax numbers

Office hours  
 (Country code) (Area code) (Phone number)

After hours  
 (Country code) (Area code) (Phone number)

Fax  
 (Country code) (Area code) (Fax number)

**7 Email address**

**8 Last address in Australia or address shown on your last superannuation fund statement**

Suburb/town/locality

State/territory

Postcode

**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 superannuation fund, you must complete a separate application for each superannuation fund.

**!** Your application cannot be processed if this section is incomplete.

**9 Superannuation fund name**

**10 Superannuation fund Australian business number (ABN) (if known)**

**11 Member account number with this superannuation fund**

**Section C: Employer details**

**!** If you have more than one employer, write all of the details on a separate page and include it with this application.

**12 Employer Australian business number (ABN) (if known)**

**13 Employer business name**

**14 Employer business address**

Suburb/town/locality

State/territory

Postcode

Country if outside Australia

(Australia only)

(Australia only)

**15 Period of employment**

Day Month Year to Day Month Year  
 /  /  to  /  /

▲ Detach form here ▲



## Section D: Supporting 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 a temporary visa which has ceased to be in effect
- a certified copy of my passport showing my photograph and identification pages, together with the departure stamp from Australia
- a certified copy of documents that verify my name change (if applicable)
- any additional information required by my superannuation fund.

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

- applied for *Certification of immigration status* (form 1194) and sent it to DIAC, together with the fee
- attached a certified copy of documents that verify my name change (if applicable)
- attached any additional information required by my superannuation fund.

**!** You must provide **certified copies** of the relevant documents. Refer to page 4 of the instructions for information about certification of personal documents.

## Section E: Consent to trustee

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

**I wish to apply to the trustee of**

Superannuation fund name

**for a departing Australia superannuation payment.**

Name (Print in BLOCK LETTERS)

**Signature**

Date

Day

Month

Year

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## Section F: Declaration

### Privacy information

Superannuation funds are authorised by the *Superannuation Industry (Supervision) Act 1993*, *Retirement Savings Account Act 1997*, *Income Tax Assessment Act 1936*, *Income Tax Assessment Act 1997* and *Taxation Administration Act 1953* to ask for the information on this application. This information is required to help process your DASP application. Where authorised by law, we may give this information to government agencies, including the Department of Immigration and Citizenship.

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

Name (Print in BLOCK LETTERS)

Signature

Date

Day

Month

Year

 /  / 

**!** You must sign this declaration before you send your completed application to your superannuation fund.

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## Lodging your application

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

You should send the completed and signed application, together with your certified proof of identity documents, **to your superannuation fund**.