

# LUMP SUM WITHDRAWAL APPLICATION CHILD INCOME ACCOUNT

Please complete and sign this form and return to: BUSSQ GPO Box 2775, Brisbane Qld 4001

## IMPORTANT INFORMATION

Lump sum withdrawals from a Child Income Account can only be made where limited circumstances apply. These are generally to pay for education or health related expenses for the child. In order for this claim to be considered on its' merits you will need to provide proof of the expense that you want to claim for. The BUSSQ Claims Committee will then make a decision whether to accept the claim.

BUSSQ membership number

## 1 PRIMARY DETAILS

### 1.1 PRINCIPAL CARER OF CHILD

Mr/Mrs/Ms/Miss

Given names

Surname

Street address

Suburb / Town

State

Postcode

Daytime contact number

Mobile

BUSSQ uses your email address to provide important updates about the Child Income Account. We won't pass on your information to anyone and you can opt out of email communication at any time.

Email

### 1.2 NOMINATED CHILD

Miss/Master

Given names

Surname

Gender

Date of birth (dd/mm/yyyy)

Male

Female

(Complete only if address is not the same as primary carer of child)

Street address

Suburb / Town

State

Postcode

## 2 AMOUNT OF WITHDRAWAL

Please note that for withdrawals over \$10,000, certified proof of identity must be provided (see page 3 for details).

I would like to withdraw the following amount (minimum \$1,000) from the Child Income Account:

An amount of \$

I would like the withdrawal to be made: (please select one of the below)

From my current Child Income Account payment option, or

From the  investment option.

## CERTIFIED PROOF OF IDENTITY

For withdrawals over \$10,000, certified proof of identity must be provided. Please refer to page 3, *Completing Proof of Identity* for further details.

If this payment is to be made to an account other than the one to which your Child Income Account is paid, we require a copy of your bank, building society or credit union statement or other document showing the account details.

**3 PAYMENT OPTIONS** *(tick one only)*

I would like my lump sum paid as follows:

- Paid to the same bank account to which my Child Income Account is paid, or
- Paid to a different account (see Section 4).

**4 FINANCIAL INSTITUTION DETAILS** *(only complete if you would like the lump sum paid to another account)*

Financial institution name

Name in which the account is held

BSB number

Account number

**STOP**

Please attach a copy of a current bank statement confirming your name, BSB and account number to enable the lump sum to be paid by electronic fund transfer (EFT).

**5 RESIDENCY DECLARATION**

- I declare that I am an Australian citizen, New Zealand citizen or permanent resident of Australia.

**6 DECLARATION AND SIGNATURE**

- I request a lump sum be paid as I have indicated on this form from the Child Income Account.
- I accept the conditions set out in the Trust Deed and Rules of BUSSQ as amended from time to time.
- I have read the BUSSQ Privacy Policy and understand how the Trustee intends to protect and use the information that I send them.
- I declare that I have fully read this form and that the information is completed on this form is true and correct.
- I have enclosed with this claim form documents to verify the validity of this claim for a lump sum.
- I confirm that the lump sum will be used to provide an allowable benefit to the child.
- I understand that the final decision for this claim rests with the BUSSQ Claims Committee.

**STOP**

**PLEASE SIGN AND DATE.**

Forms without both a signature and date are unable to be processed.

Signature of applicant



Dated (ddmmyyyy)

SIGN  
HERE

## COMPLETING PROOF OF IDENTITY

You, the carer, will need to provide documentation with this lump sum withdrawal request to prove you are the person to whom the claim will be paid. This claim CANNOT be processed without certified ID.

### What identification can I use?

#### EITHER

A copy of one of the following documents only:

- A current driver's licence or permit issued under the law of a State or Territory,
- A passport issued by the Commonwealth which can be up to two years out of date, that contains a photograph of the person in whose name the document is issued,
- Proof of Age Card
  - A card issued under a law of a State or Territory for the purpose of providing the person's age which contains a photograph of a person in whose name the documents is issued (includes Proof of Age Card or National Identity Card), or
- National Identity Card
  - A card issued for the purpose of identification that contains a photograph and the signature of the person in whose name the document is issued,
  - Is issued by a foreign government, the United Nations or an agency of the United Nations, and
  - If it is in a language that is not understood by the person carrying out the verification it must be accompanied by an English translation prepared by an accredited translator.

#### OR

One of the following documents:

- Birth certificate or birth extract,
- Citizenship certificate issued by the Commonwealth, or
- Pension card issued by Centrelink that entitles you to financial benefits.

#### AND

One of the following documents:

- Letter from Centrelink regarding a Government assistance payment, or
- Notice issued by Commonwealth, State or Territory Government within the past 12 months, containing your name and residential address.  
For example:
  - Tax Office Notice of Assessment
  - Rates notice from local council

### Certification of personal documents

All copied pages of ORIGINAL proof of identification documents (including any linking documents) need to be certified as true copies by:

- A Justice of the Peace (JP)
- A police officer
- A permanent employee of Australia Post with five or more years of continuous service
- A Commissioner for Declarations (CDEC)
- A finance company officer with five or more years of continuous service (with one or more finance companies)
- An officer with, or authorised representative of, a holder of an Australian Financial Services Licence (AFSL), having five or more years continuous service with one or more licensees
- A notary public officer
- A registrar or deputy registrar of a court
- A person enrolled on the roll of a State or Territory Supreme Court or the High Court of Australia, as a legal practitioner
- An Australian consular officer or an Australian diplomatic officer
- A judge of a court
- A magistrate, or
- A Chief Executive Officer of a Commonwealth court.

The person who is authorised to certify documents must sight the original and the copy and make sure both documents are identical, then make sure all pages have been certified as true copies by writing or stamping 'certified true copy' followed by their:

- Signature
- Printed name
- Qualification (e.g. Justice of the Peace, Australia Post employee etc)
- Date
- Contact phone number, and
- Address.