



AUSTRALIAN
CONSTRUCTION
INDUSTRY
REDUNDANCY
TRUST

Building a secure and better **Future** for you

Member benefit claim form

Please refer to the reverse side for information on how to complete this form.
When completing this form, please use **black** pen and print in CAPITAL letters

Section 1 - Payment Type (Tick Option)

A

Full payment
of my benefit OR
Part Payment

\$ before tax

B

Paid directly
into my bank account.
Complete Sections 3, 4, 5

C

Paid by cheque
and posted to your address below,
Complete Sections 3, 4

D

Rolled over
(Refer to information)
If applicable complete Sections 3,
4, 6

Section 2 - Compulsory Details. *Note: Delays will occur if supporting documentations are not attached.*

Member MUST supply one of the following:

- Copy of Separation Certificate from your employer **OR**
- Copy of a Long Service Leave Certificate **OR**
- Copy of your Employment Termination Payment **OR**
- Copy of your current Income Statement for benefits from Centrelink **OR**
- Any other documentation from a third party confirming your termination e.g. termination letter from your employer.

NOTE: Copy of your bank statement or a pre-printed personalised deposit slip that has been issued to you showing Name of Account holder, BSB and Account number must be supplied if requesting payment to be paid directly into your bank account.

Section 3 - Member Claim Information.

ACIRT Number

Date of Birth (dd/mm/yyyy)

Telephone Number

Member Name

Street Number / PO Box

Street Name

City

State

Postcode

Signature of Employee

Date (dd/mm/yyyy)

Section 4 - Tax File Number to be completed by the employee.

NOTE: Failure to provide your tax file number will result in the Fund Administration deducting the highest marginal tax rate.

Tax File Number

Section 5 - Bank Details

6 Digit Branch BSB Number

Account Number

Account Name

Bank / Building Society / ETC Name

Branch / Suburb

(Note: A fee is charged by the bank, building society etc, for electronic fund transfer).

*** If all bank details are not provided then a cheque will be issued.**

Section 6 - Rollover Fund Details

Name of Rollover Fund

Rollover Fund Member Number

Street Number / PO Box

Street Name

City

State

Postcode

Information to assist employers/members in completing the benefit claim form

Your Right to Privacy

ACIRT will collect your personal information for the "primary purpose" of establishing and maintaining your Redundancy Account. We may at times collect your personal information directly from your employer. ACIRT will not misuse or change your information without your knowledge. If you would like to see ACIRT's Privacy Policy, you can call 1800 060 467 and request a copy or visit our Web site at www.acirt.com.au.

Definition of Redundancy

"Redundancy" means the termination or cessation of employment of an employee for any reason.

"Redundancy payments" are those paid by an employer that an employee is legally entitled to termination as prescribed by the relevant award or enterprise agreement, or the amount the employer has contributed to ACIRT whichever is greater. Redundancy payments can only be claimed on termination of employment.

Employee Entitlement:

Upon redundancy the employee is legally entitled to receive a redundancy payment, as prescribed by the relevant award or enterprise agreement (whichever is applicable) or the amount that the employer has contributed into ACIRT, whichever is the greater amount. To ensure employees receive their legal entitlement, please complete the following: (Note: This does not include any productivity contributions).

- Employee's entitlement as provided for under an award or enterprise agreement
(A) \$.....
- Amount of redundancy contributions made to ACIRT on behalf of the employee
(B) \$.....
- Balance or amount outstanding
(deduct B from A)
(C) \$.....

Where the amount at (C) is nil then the employer has no payment to make to the employee. If the amount shown at (A) is greater than the amount shown at (B) then the employer is required to pay the employee the difference, being the amount shown at (C). The employee will receive the amount in (B) directly from ACIRT.

need further information ?

Call us on Freecall:

1800 060 467



Member

Section 1 and 2: one of the following documents must be supplied along with a completed claim form before payment can be made.

Copy of a Separation Certificate issued from the above mentioned employer **OR**

Copy of Long Service Leave Service Certificate, **OR**

Copy of your Employment Termination Payment, **OR**

Copy of your current Income Statement for benefits from Centrelink or any other documentation confirmation your termination.

NOTE: If requesting payment to be paid directly into your bank account a copy of your bank statement or a Preprinted personalised deposit slip that has been issued to you showing Name of account holder, BSB and Account number must be supplied.

Section 3 and 4: Is to be completed by the member.

If you are unable to provide your Tax File Number you can nominate to authorise for the administrator to obtain this information from your last employer.

Section 5: Payment

Payment will be processed by the Fund Administrators, within 3 business days of the completed claim form being received, either by cheque or electronic fund transfer (EFT).

NOTE: If requesting payment to be paid directly into your bank account a copy of your bank statement or a Preprinted personalised deposit slip that has been issued to you showing Name of account holder, BSB and Account number must be supplied.

Section 6: Rollover of ETPs

The rules relating to ETP's have been substantially re-written as a result of the removal of the RBL's. Only 'transitional ETP's' paid after 1 July 2007 can be rolled into a super fund. Transitional ETP's are ETP's provided for in employment contracts, relevant laws or enterprise agreements as at 9 May 2006 if the amount can be calculated. In addition, the ETP must be paid between 1 July 2007 and 1 July 2012.

ACIRT members who have significant redundancy benefits should consider obtaining advice before payment of their ETP, particularly if they are seeking to rollover into a super fund.

If your ETP is rolled over, no tax is deducted by ACIRT. The amount rolled over will however be subject to a 15% tax by the Superannuation Fund.

Lodgement of Claim Form

The completed claim form is to be returned to the Fund Administrators. This claim form can be facsimiled, posted or hand delivered to the office listed below.

Applicable Taxation

Redundancy and productivity payments paid on termination are classified as Employment Termination Payment (ETPs). ETPs are subject to the following tax rates, (plus Medicare levy) which will be deducted by the Fund Administrator upon payment of the benefit.

- * Under 55 years of age 30% + Medicare levy.
- * 55 years of age and over 15% + Medicare levy (under the threshold)

ACIRT Administration

Ground Floor, 1A Homebush Bay Drive, Rhodes NSW 2138 **or**
Locked Bag 5040, Parramatta NSW 2124

Freecall 1800 060 467 Fax 1300 655 119

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