



# Retained member withdrawal form

Only use this form if you have left service but continue to invest your savings in the scheme

All members must complete **Part A** and **Part D**. Then complete **Part B** and **Part C** according to your requirements. If you're invested in more than one investment option (except Super Steps), you can nominate which option you want your partial or regular withdrawal paid from. If you don't nominate an option, the funds will be withdrawn proportionally across your investment options.

## Part A Complete your personal details

PSS membership number \_\_\_\_\_ QID \_\_\_\_\_

Mr  Mrs  Miss  Ms \_\_\_\_\_  
SURNAME GIVEN NAMES

Private postal address \_\_\_\_\_

Daytime contact number/mobile \_\_\_\_\_

IRD number<sup>1</sup> \_\_\_\_\_

<sup>1</sup> Inland Revenue requires us to hold IRD numbers for all members. Note your IRD number here if you haven't provided it to us before.

## Part B Type of withdrawal (choose one)

**Total withdrawal**

I wish to withdraw 100% of my account balances.

I understand that:

- this withdrawal will terminate my scheme membership
- if I have used my benefit in the scheme as security for a loan, the amount of any outstanding loan may need to be paid from the withdrawal amount<sup>2</sup>
- a benefit payment fee will be deducted from my employer's account (or member's account if I do not have an employer's account).<sup>3</sup>

**Partial withdrawal**

The minimum amount you can withdraw on any one occasion is \$5,000. The minimum residual balance after making a withdrawal must be at least \$5,000.

I wish to withdraw a portion of my account balances – \$ \_\_\_\_\_ or \_\_\_\_\_%.

I understand that:

- if a withdrawal reduces my PSS account balance to less than \$5,000, my remaining account balance will be paid to me and my membership of PSS will cease
- if I have used my benefit in the scheme as security for a loan, the amount of any outstanding loan may need to be paid from the withdrawal amount<sup>2</sup>
- a benefit payment fee will be deducted from my employer's account (or member's account if I do not have an employer's account) for each benefit payment made.<sup>3</sup>

**Regular withdrawals**

I wish to make a regular withdrawal of \$ \_\_\_\_\_ per month.

I understand that:

- payment will be made by direct credit to my nominated bank account on the 20th of each month (or the next business day)
- no benefit payment fee will be charged
- administration fees will continue to be deducted from my account<sup>3</sup>
- if a withdrawal reduces my PSS account balance to less than \$1,000, my remaining account balance will be paid to me and my membership of PSS will cease. At that time, a benefit payment fee will apply.

<sup>2</sup> The Police and Families Credit Union or other lending institution may contact Mercer, the scheme's administration manager, to confirm your account balance if you have an outstanding loan and wish to make a withdrawal.  
<sup>3</sup> See [policessuper.co.nz](http://policessuper.co.nz) for the current fee.

## Part C Nominated investment option

Only complete this section if you're invested in more than one fund.

If you're invested in more than one investment option (except Super Steps), you can nominate which option you want your partial or regular withdrawal paid from. If you don't nominate an option, the funds will be withdrawn proportionally across your investment options.

Please make payments from my savings in the following investment option (choose one)

- Cash Plus
- Stable
- Balanced
- Growth
- High Growth

Email [psscheme@mercer.com](mailto:psscheme@mercer.com) if you want to change the payment amount or the nominated investment option regular withdrawals are made from. There is no charge for making a change.

## Part D Payment details (choose one)

Transfer to my bank account.

BANK      BRANCH      ACCOUNT      SUFFIX

Transfer to my Police and Families Credit Union account (partial and total withdrawals only).

BANK      BRANCH      ACCOUNT      SUFFIX

**Attach evidence showing your account name and number.** We can only pay benefits into a bank or Police and Families Credit Union account in your name. That excludes family trust accounts, business accounts and accounts in someone else's name. For us to process your payment, you must attach evidence showing your account name and number such as an encoded deposit slip, verification from your bank, a photocopy of the top of a bank statement or a screenshot from your internet banking. If evidence has already been provided for a previous withdrawal, you don't need to provide it again.

I ask the trustee of the Police Superannuation Scheme to pay a withdrawal as indicated above. I understand that the payment of this benefit is subject to such terms and conditions as the trustee may at its discretion determine under the terms of the scheme trust deed and rules. Details of the current terms and conditions are set out in the product disclosure statement, which can be found at [policessuper.co.nz](http://policessuper.co.nz) and [disclose-register.companiesoffice.govt.nz](http://disclose-register.companiesoffice.govt.nz). Please arrange for my benefit to be paid as indicated above.

## Privacy statement

Information in this form and any requested documents are being collected to enable administration of this account. The Privacy Act 2020 entitles the account holder to access and to request correction of any personal information. Please refer to the [PSS privacy policy](#) for further information.

I acknowledge that I have read the privacy information included above.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Return the completed form to:**

Police Superannuation Scheme, c/o Mercer (N.Z.) Limited, PO Box 1849, Wellington 6140, or scan and email it to [psscheme@mercer.com](mailto:psscheme@mercer.com).



### Financial advice from Mercer

Sometimes it helps to talk to an expert when making decisions about your super. PSS has engaged Mercer to provide a financial advice service to members. You can receive advice about anything to do with your savings in the scheme. There is no individual charge to you for this service. To arrange a time to talk, sign in to your account online and complete a call-back request form.