

# Update Your Pension Account

P04



right by your side

The quickest and easiest way to update your Pension payment amount or frequency<sup>1</sup> is through Member Online. If you need any assistance updating your Pension payment details online please call us and we can walk you through the process.

Alternatively, please complete this form to update your payment details<sup>1</sup>, bank account, or advise us that you have permanently retired and wish to convert your Transition to Retirement Pension to a Pension account.

If you want these changes to apply to your next payment, please ensure your valid form is received 7 business days prior to your next payment date.

## Personal Details Brighter Super respects your privacy. All personal information collected is protected in line with Brighter Super's Privacy policy.

Member number	Account number	Given name/s	
Surname		Date of birth / /	
Email		Phone number	
Residential address			
Suburb/town		State	Postcode
Postal address (if different to above)		State	Postcode

## 1 What would you like to do?

Please tick (✓) the appropriate option(s) below:

- I wish to update my bank account details (provide details in section 2 and 3).
- I wish to convert my Transition to Retirement Pension to a Pension account (provide details in section 4).
- I wish to change my Pension payment frequency<sup>1</sup> (provide details in section 5 and 7).
- I wish to change my Pension payment amount<sup>1</sup> (provide details in section 6 and 7).



## Did you know?

With Member online, you can also<sup>2</sup>:

- Update your Pension payment details
- Download an Income Stream Schedule to provide to Services Australia - Centrelink
- Update your details so we have your personal email and not your work address.
- Request a cash withdrawal if you need additional funds.
- Switch investment options; and more.

Visit [memberonline.brightersuper.com.au/login](https://memberonline.brightersuper.com.au/login)

<sup>1</sup> If you are a Brighter Super Classic Pension member you are unable change your payment frequency or amount.

<sup>2</sup> Some features of Member Online may not be available for Brighter Super Classic Pension members.

## 2 Verifying your identity

To update the bank details on your account you will need to verify your identity by choosing **either option A or B**:

### Option A

Electronic verification

Please provide details of your driver licence or passport below:

I authorise Brighter Super to use information held by a credit reporting agency to assist in verifying my identity online. **I understand this is not a credit check and will not be stored on my credit file.** I confirm I have read the *Proof of Identity requirements* info sheet available on the Brighter Super website **brightersuper.com.au**.

#### Licence details

Licence number

State of issue

Card number<sup>3</sup>

#### Passport details

Passport number (Australian passport only)

Family name at birth

Place of birth (as shown on your passport)

<sup>3</sup> All members are required to provide their card number when verifying their identity electronically using their driver licence details. For more information please read the Proof of identity information on page 5

### Option B

Certified Identification - Please read the *Proof of identity* information on page 5

## 3 Update my bank account details

It is your responsibility to ensure your bank details are correct and that you are the holder of the account. Brighter Super will not be liable for any errors that occur based on the account details you provide. Payments cannot be made to third parties or non-Australian bank accounts.

If you are wanting to nominate a new bank account, you must complete section 2 and ensure you provide us with sufficient information to verify your identity<sup>4</sup>. **You will also need to provide a copy of the portion of your bank statement that shows your full name and account details (your balance and transaction details are not required).**

BSB number

Account number

Account name

I have attached the relevant portion of my bank statement to verify the new bank details

<sup>4</sup> Members are not required to verify their identity where they are only updating the BSB number and all other details (account name and number) remain the same.

## 4 Convert my Transition to Retirement Pension

Complete this section if you have a Transition to Retirement (TTR) Pension account and you have permanently retired from the work force, or have ceased an employment arrangement after turning 60. This will convert your Transition to Retirement Pension to a Pension account and remove the restrictions on your account regarding lump sum withdrawals and the maximum pension payment.

**I declare that:**

(Please tick (✓) one box only. See 'Preservation age table' in the 'Important information' section on page 5)

I have reached preservation age or older **and have** permanently retired from the workforce

I have ceased an employment arrangement after age 60.

Please also confirm the below details:

Last employer: \_\_\_\_\_

Date ceased or Date last worked:     /     /

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## 5 Change my Pension payment frequency

Complete this section if you are wanting to change the frequency of your pension payments.

Please note: If you're invested in a Brighter Super Retire Easy Pension, you are automatically paid monthly. Changing or nominating your payment frequency will opt you out of this package.

Please tick (✓) one of the following boxes. All payments are made on the 28th of the month, excluding fortnightly.

Fortnightly    Monthly    Quarterly    Half Yearly    Yearly

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## 6 Change my Pension payment amount

Complete this section if you are wanting to change the amount you receive each payment.

Please note: If you're invested in a Brighter Super Retire Easy Pension, you are automatically paid the Minimum pension amount, each month. Changing or nominating your payment amount will opt you out of this package.

### Pension Payment amount:

Please select (✓) the appropriate option below.

- I wish to change my pension payments to the Minimum pension amount, or
- I wish to change my pension payments to the Maximum pension amount (Transition to Retirement Pension accounts only), or

I wish to change my pension payments to a nominated amount of \$                      (per payment before any tax applicable)

Must total at least the minimum pension amount for this year, and where applicable, be less than the maximum pension amount allowed.

### Increase payments in line with the Consumer Price Index (CPI)

- Please increase my nominated payment amount each year at the rate of CPI.

**Please note:** This option is only available if you have requested a nominated payment amount above. If you have requested a minimum or maximum payment amount you are unable to request CPI increases.

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## 7 Effective date for changing my payment amount and/or frequency

Complete this section if you have requested to change the amount or frequency of your regular pension payments in section 5 and/or section 6 of this form.

Please tick (✓) one of the following boxes.

- I wish for the change(s) to my pension payment amount and/or frequency to commence effective from:

Month for payments to commence \_\_\_\_\_ or

- I wish for the change(s) to my pension payment amount and/or frequency to commence from the next available payment date.

**Please note:** If as a result of processing your request you do not receive the minimum payment required for your Pension account an additional payment will be made at the end of the financial year to account for the difference.

## 8

## Member declaration

By submitting this request to update my Pension account, I declare that:

- I have read and understood the relevant Product Disclosure Statement which outlines the conditions for my account.
- I understand my request will be processed within 7 business days and any changes requested in section 3 or 4 on this form will apply effective from the next available pension payment after the request has been processed.
- I understand the effects of changing my payment frequency and/or payment amount.
- I understand any changes to my payment frequency and/or payment amount will apply as per nomination in section 7 on this form. If no nomination is made in section 7 any changes will apply effective from the next available pension payment after the request has been processed.
- I agree to be bound by the relevant rules as set out by Brighter Super and understand the account is governed by statutory rules set by the Australian Government.
- I understand that if this form is incomplete the Fund will not be able to process my request.
- I understand that if I am a Brighter Super Classic Pension member and I elect to change my Pension payment amount or frequency in section 5 or 6, my request will not be processed as I am unable to change these details under the conditions for my account.

Member signature

Date signed

/ /

If you are signing this form on behalf of the member please complete the section below.

## 9

## Power of Attorney signature

Complete this section if you are signing this form on behalf of the member in your capacity as the member's attorney.

By signing this form you are declaring that:

- you are nominated as an attorney on the member's Power of Attorney document and are authorised to act on the member's behalf for financial matters; and
- to the best of your knowledge and belief your appointment under the Power of Attorney document has not been revoked or otherwise withdrawn.

If more than one attorney has been appointed all attorneys will need to print their name, sign and date the form unless authorised to act severally.

Attorney 1

Signature

Date signed

/ /

Attorney 2

Signature

Date signed

/ /

Attorney 3

Signature

Date signed

/ /

Attorney 4

Signature

Date signed

/ /

Please sign in blue or black pen - Brighter Super does not accept digital signatures for attorney/s.

Please (✓) one of the options below:

- I have attached valid Power of Attorney documentation. Please read the **Power of Attorney** information on page 5.
- I have previously supplied a valid Power of Attorney document to Brighter Super.

Now you have completed this form and signed the declaration, please send it to us by:

**Preferred Method**

**Website** (Secure file upload)  
brightersuper.com.au/contact-us

**Alternative Options**

**Email** (scanned copy)  
membership@brightersuper.com.au

**Post** Brighter Super  
GPO Box 264  
Brisbane Qld 4001



# Important Information

## 1. Permanent retirement

You can access your superannuation benefit if you have permanently retired from the workforce after reaching your preservation age (see table below).

You are considered to be permanently retired from the workforce if you have stopped working and will not be gainfully employed for 10 hours or more each week.

### Preservation age table

Date of birth	Preservation age
Before 1 July 1960	55
1 July 1960 – 30 June 1961	56
1 July 1961 – 30 June 1962	57
1 July 1962 – 30 June 1963	58
1 July 1963 – 30 June 1964	59
After 30 June 1964	60

## 2. Privacy and personal information

Brighter Super respects your privacy. All personal information collected on this form is protected in line with *Brighter Super's Privacy Policy*. To find out more about how we collect and manage your personal information, please refer to our *Privacy Policy* available from our website [brightersuper.com.au](https://brightersuper.com.au).

## 3. Power of Attorney

For a Power of Attorney (PoA) to be accepted, we require the forms to be posted through to us at **GPO Box 264, Brisbane QLD 4001** along with supporting documents for you and your attorney(s).

Please **ensure your documents have been validly certified on each page** by a Justice of the Peace, Solicitor or a Commissioner for Declarations. See our Proof of identity requirements information at [brightersuper.com.au](https://brightersuper.com.au) for more details.

The supporting documents required will differ depending on the legal document but may include:

- Certified photo identification for the attorney(s)
- Statutory declaration completed by the attorney confirming the Power of Attorney (PoA) has not been revoked.
- Medical evidence to confirm the member no longer has capacity to make financial decisions.

## 4. Proof of identification requirements

If you are updating your bank account details we need you to provide us with sufficient information to verify your identity.

To prove your identity, you can provide us with sufficient information to verify your identity electronically or send us an original certified copy of your current driver licence or passport.

From November 2022 all members will be required to supply their driver licence **card number** in addition to their licence number if they wish to have their identity verified electronically.

Your card number is a unique identifier which is updated each time a driver licence is re-issued. Including the card number when verifying your identity ensures that the document being presented is the most recently issued document and this will minimise the risk of identity theft using a stolen or lost driver licence.

The position of the card number is different for each State and Territory although it is commonly located on the back of your licence.

Read the *Proof of identity requirements* information at [brightersuper.com.au](https://brightersuper.com.au) for more information.

## 5. Pension accounts

Before changing the details on your Pension account, we would encourage you to:

- read the relevant Pension accounts *Product Disclosure Statement (PDS)* at [brightersuper.com.au](https://brightersuper.com.au).
- speak with Services Australia - Centrelink or seek financial advice to discuss what affect the changes may have on your overall financial position including your taxation situation and/or Services Australia - Centrelink entitlements.