

Partial withdrawal form

(and in-service benefit form)

Use this form to make a partial or in-service withdrawal. Use the *Retained member withdrawal form* if you are no longer employed by Police. Use the *Age 65 withdrawal form* if you are aged 65 or over and are still in service.

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The Police Superannuation Scheme is designed to help you save for the long term. However, once you have completed:

- 3 years' Police service and remain in service, you may apply to make one withdrawal each scheme year (1 April to 31 March) (partial withdrawal)
- 20 years' service or attain the age of 45 years and remain in service, you may apply to receive a once-only in-service benefit.

We urge you not to access your super unless you really have to. Withdrawing money early might satisfy a want today at the expense of a need in retirement.

How much can you withdraw?

The following maximums will apply to partial withdrawals and in-service benefits:

- The total amount available is up to the balance of your member's account at the date your request is processed. Your member's account includes your contributions. You can't withdraw money from your employer's account, which includes contributions made by Police on your behalf.
- Each amount you withdraw under these benefits will be expressed as a percentage of the total amount available on the occasion of that withdrawal.
- When the aggregate sum of all withdrawals under these benefits reaches 100%, all subsequent withdrawals will be limited to 5% of your entitlement.
- The aggregate of 100% may be attained over a series of withdrawals during a period of years or could apply after a single withdrawal of your maximum entitlement.
- The above percentages will apply to your entitlement balance at the date the withdrawal is processed.

For example, after 3 years' service, Chris makes a partial withdrawal of 100% of his member account balance. Any future partial withdrawal or in-service benefit is now limited to 5% of his member account balance at the date that application is processed.

How often can you make a withdrawal?

You may make only one partial withdrawal in any scheme year (1 April to 31 March). The in-service benefit is a once-only benefit.

What happens if you have used your benefit in the scheme as security for a loan?

If you have used your benefit in the scheme as security for a loan, the amount of any outstanding loan may need to be paid from the withdrawal amount. 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.

How long will it take to receive payment if you make a withdrawal?

Payment will take about 5 working days from the date Mercer receives your application. You will, however, need to allow up to 10 working days if you have used your benefit as security for a loan, even if that loan has been repaid.

Is there a fee for making a withdrawal?

There is a one-off transaction fee each time a partial withdrawal is paid to you from the scheme. This is deducted from your employer's account (or your member's account if you are a savings contributor). Current fees are listed on policesuper.co.nz.

Will a withdrawal affect your employer's account or employer contributions?

No. A withdrawal will not affect any employer contributions made on your behalf. Your employer's account will be maintained in the scheme in the usual way and paid when you leave Police.

Other things you should know

- · Any money transferred into the scheme on your behalf will be subject to the trustee's policy on partial withdrawals and in-service benefits.
- From time to time, the trustee may change the minimum and maximum amounts that apply to partial withdrawals and in-service benefits.
- If you request an in-service benefit but become entitled to another benefit prior to the payment of your in-service benefit, you will no longer be entitled to the in-service benefit.
- The trustee may suspend the availability of partial withdrawals and in-service benefits if it considers that making them available could jeopardise the scheme's registration under the Financial Markets Conduct Act 2013.



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.

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For the member to complet	e
PSS membership number	
Mr Mrs Miss Ms	SURNAME GIVEN NAMES
Station postal address	
Daytime contact number/mobile	QID
IRD number ¹	
	¹ 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.
Type of withdrawal	(choose one)
	Partial withdrawal
	In-service benefit
Withdrawal details	
Amount	\$ required
or	% of my member's account.
	(Choose 100% if you would like to withdraw the maximum amount available to you.)
Payment details (choose one)	
	Transfer to my bank account.
	Transfer to my Police and Families Credit Union account.
	0 3 1 7 9 6 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 partial withdrawal or in-service benefit 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 policesuper.co.nz and companiesoffice.govt.nz/disclose. 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

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