

Actuarial Certificate Request

Account Based, Allocated & Market Linked Pension Funds

PO BOX 200
Maitland, NSW, 2320
Phone: (02) 4930 2100
Fax: (02) 4930 2199
Email: actcert@heffron.com.au

By completing this form, you will provide all the information we need in order to prepare an actuarial certificate in accordance with Section 295-390 of the Income Tax Assessment Act 1997 for a self managed superannuation fund providing allocated, account based and/or market linked pensions only (ie. no other type of pension is provided by the Fund).

The cost of this service is \$275 (including GST).

We can also calculate the minimum / maximum payments required for a particular pension – this is \$55 (including GST) for each calculation – simply tick the box at the end of this form.

About this form

An important part of our service is that **you are not obliged** to complete our form. We will accept the required information in whatever way is easiest for you and many clients simply provide reports directly from their superannuation software. **All that is important is that the details set out on the following pages are provided in some fashion.**

Email completed requests to: actcert@heffron.com.au (or fax/post to details above)

Section A: Contact information (you/referrer) – documents will be forwarded to this person

Mr/Mrs/Ms/Other: _____ First Name: _____ Surname: _____

Name of Firm: _____

Address of Firm: _____

Contact phone number: (_____) _____

Email Address (**REQUIRED** – Completed certificates and invoices are issued electronically):

Turnaround Time: We issue most certificates within 1-2 business days of receiving all the information we require. However, we recognise that sometimes you need a quicker response and we do our best to accommodate all requests that require an urgent turnaround. There is no additional charge for an urgent certificate and we are grateful for your consideration in requesting this only when a necessity.

Urgent requests should be emailed – please also mention this in your email.

This actuarial certificate request is urgent – I would appreciate if it could be completed by:

actcert@heffron.com.au

Section B: Order Details

Name of Fund: _____

Financial Year Ending: _____

Name of Corporate Trustee (if applicable): _____

Names of all current individual trustees / directors (if corporate trustee):

_____ DOB: _____

_____ DOB: _____

_____ DOB: _____

_____ DOB: _____

Section C: Required documents/information checklist

- Financial Statements**
 - Statement of Financial Position (comparative: current & previous financial year)
 - Income Statement
- General Ledger (or equivalent)**
 - Dates and amounts of all transactions within the fund for the year (contributions, pension payments, insurance premiums, lump sums, rollovers, transfers, other) **correct dates and amounts are critical in calculating an accurate actuarial percentage. We will follow up any requests where all transactions are dated/journaled at 1/7 or 30/6**
- Members Statements**
 - Details of ALL accumulation and pension accounts within the fund **(separated NOT combined statements)**
 - Opening and closing balances
 - Transactions
 - Earnings (this may be an interim allocation – pending the actuarial certificate and completion of tax entries – alternatively we can allocate earnings)
- Segregated assets?** Often, actuarial certificates are not required at all for funds with segregated assets (ie, particular assets that have been set aside to underpin a certain member account). Where one is necessary, however, please identify any segregated assets and the accounts to which they relate.

Confirmation of pension payments

Section 295-390 of the Income Tax Assessment Act 1997 only permits a Fund to claim a tax exemption on part or all of its investment income if the pension has complied with all the relevant rules. One of these rules is that the total pension payments actually made must at least equal the minimum required and (if applicable) not exceed the maximum. Please note that carrying forward any underpayment in accounts as a creditor, or overpayments as a debtor, will not qualify the fund to claim the tax exemption.

I can confirm that the pension payments were within the range prescribed by legislation

If you cannot confirm, we will not, unfortunately, be able to prepare a certificate. However, if some pensions were paid correctly but others were not, please contact us to discuss the situation.

Special circumstances. Please provide details of any special circumstances our actuaries need to be aware of in preparing your certificate. One issue which is often raised here is situations where the fund has generated material amounts of taxable income at a particular point in time. You should bear in mind that an actuarial certificate prepared under Section 295-390 sets out a percentage which should be applied to the Fund's ordinary and statutory income (ie, investment income) over the full year. The legislation does not accommodate, for example, percentages which only apply to part of the year – even if pensions were not in place for the whole year. However, it is sometimes possible to effectively achieve the same result as a 'partial year' percentage by treating the Fund's assets as segregated for part of the year. If you wish to explore this option, please explain the circumstances.

Did a **new pension account** begin mid year? (eg. account began the year as accumulation and commuted to pension, or, large lump sum received which was used to create a new pension account)

Account: _____

Date of pension commencement: _____

Amount used to commence new pension (\$): _____

Section D: Confirmation, Acceptance of Terms, and Payment Information

I confirm that the information on this form is correct and I have completed the payment details below.
(Invoice will be in name of superfund unless otherwise specified)

Name: _____

Signature: _____

Invoice in the name of: _____

Payment Details:

Please find attached cheque

We have an account with Heffron

Please charge **\$275** to the following credit card (we are not able to accept American Express):



Card Holders Name: _____

Card Number: _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ EXP: _ _ / _ _

CVV: _ _ _

Cardholder Signature _____

Pension Calculations (optional): Please let us know if you would like Heffron to calculate the required pension payments for a particular member for a particular year. An additional fee of \$55 (including GST) will apply for each calculation.