

Use this form to apply for an in-service withdrawal. This option is only available to contributing members who are aged 65\* or over. (Use the *Deferred benefit withdrawal form* if you're a deferred member and you want to make a partial or total withdrawal.)

\* Based on qualifying age for New Zealand Superannuation and so subject to change.

**About the in-service withdrawal**

This benefit aims to help members maintain wellbeing and a sustainable financial position from age 65\*. It's not an automatic benefit, and we must approve it. If we do, you can withdraw up to 10% of your standard accounts (different rules apply to withdrawals from CSF accounts). You can only make one withdrawal a year, and you must reapply each time (the year starts from the date your first in-service withdrawal was approved).

You need to have a specific and valid reason for withdrawing funds. Remember, it needs to be something that will improve your financial and general wellbeing. This might be (but is not limited to):

- topping up your income due to a change in employment arrangements
- retraining for a new career
- proactive health and wellbeing expenditure to help keep you at work.

On the other hand, we are unlikely to support applications to meet:

- the cost of funding other investments (such as starting a business)
- lifestyle expenditure (such as paying for a holiday)
- expenses for other family members (such as paying towards a grandchild's education)
- funeral expenses (although you may qualify for a hardship grant).

**If you have a voluntary account**

We suggest you use any voluntary savings you have in the Plan before applying for an in-service withdrawal. The application process is much easier. You just need to give us three months' notice in writing. You can do this using the *Voluntary account withdrawal form*. In some cases, the trustee may approve a payment earlier than three months if you have an urgent need for funds.

**Step 1: Complete your personal details**

You must be aged 65 or over to make an in-service withdrawal.

Title  Mr  Mrs  Miss  Ms      Surname \_\_\_\_\_

First names \_\_\_\_\_

Employee number \_\_\_\_\_ Date of birth   D  D  M  M  Y  Y  Y  Y  

Postal address \_\_\_\_\_

Email \_\_\_\_\_

Daytime phone or mobile \_\_\_\_\_ Best time to call \_\_\_\_\_

New Zealand Superannuation fortnightly payment \$ \_\_\_\_\_

**Step 2: Let us know the details of the withdrawal**

Please tick

- I would like to make an in-service withdrawal of \$ \_\_\_\_\_ (this cannot exceed 10% of your member and employer accounts) or \_\_\_\_\_ % of my total account balance. I understand that:
- I must be aged 65 or over to choose this option
  - I can only withdraw up to 10% of the balance of my account (sign in to your account at [www.superplan.co.nz](http://www.superplan.co.nz) or call the helpline to find out your account balance)
  - I can only make one in-service withdrawal each year (the year starts from the date your first in-service withdrawal was approved).

