



# Information to assist members in completing the benefit claim form

## 1. Redundancy

You are entitled to payment of the amount paid into the Trust by employers on your behalf if your employment has been terminated for whatever reason.

## 2. Your entitlement

We can only pay you what we have received from your employer(s), which may not be what you are entitled to under the relevant award or appropriate enterprise agreement. If you believe that your employer has not paid your correct entitlement into the trust, you need to contact the employer(s) and claim the difference.

If a distribution is paid, and your account balance is above the minimum account balance, you will receive an amount that reflects the period your account was in the Trust. This will generally be paid in November.

Your bank may take up to forty eight hours to process the deposit into your bank account. ACIRT has no control over this.

## 3. Taxation

We are required to deduct tax from your benefit when you claim it, if applicable.

Full details on how we tax benefits are set out on the Member section of the website under "General Tax Information".

## 4. Your right to privacy

ACIRT will only collect your personal information for the "primary purpose" of establishing and maintaining your Redundancy Account. We may at times collect your personal information directly from your employer. ACIRT will not misuse or change your personal information without your knowledge. Please call 1800 060 467 or visit our website [www.acirt.com.au](http://www.acirt.com.au) for a copy.

## Filling in the Form

To submit a Benefit Claim, a copy of a Government issued Photo ID must be provided.

One of the following documents must also be provided along with a completed claim form before payment can be made:

- Copy of an Employment Separation Certificate from your employer
- Copy of a Long Service Leave Certificate

## Section 1

You don't have to claim all of your benefit, but there may be taxation implications if you don't claim all of your benefit within 12 months of termination.

We will only pay directly into your bank account.

Your direct deposit will be processed three (3) business days after we have received all your documentation (refer below) plus the time that it takes your bank to process the deposit.

## Section 2

It is important that this Information is the same as the information we have on our system about you. If it is not, you will be required to provide a certified copy of a document, such as a drivers licence, that identifies you.

## Section 3 Tax File Number

If you are unable to supply your Tax File Number, you can authorise the administrator to obtain this information from your last employer.

need further information ?

Call us on Freecall:

**1800 060 467**

### ACIRT Administration

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