

End of financial year

Wrap administration processing cut-off dates

We would like to remind you of the administration processing cut-off times and dates (Melbourne AEST) for the financial year ending 30 June 2022.

All submissions and supporting documents must be completed correctly to ensure requests are processed by 30 June.

Member requests include:

- new superannuation, pension and IDPS applications
- pension amendments such as bank account details, pension payment amounts and change of address
- benefit payments and withdrawals
- contributions and incoming rollovers
- term deposits
- transfer requests for property syndicates, unlisted investments, managed funds and shares (capital gains/loss transactional history should also be provided where applicable)
- internal in-specie transfers

Administration Processing 2022		
Process	Details	Cut-off date (Melbourne AEST)
New applications (Super, Pension and IDPS)	Including establishing a new pension with the first payment either <u>pre or post</u> 30 June 2022.	5pm, Friday 17 June
Pension amendments	To amend pension payment details for inclusion in the Annual Review mail out.	5pm, Friday 24 June
Benefit payments and withdrawals (excluding pension payments)	Appropriate paperwork and any applicable supporting information such as certified identification and residency confirmation for the request, must be received by the cut-off date. The client must have sufficient cash account funds available to allow the payment to be processed.	5pm, Friday 24 June

Contributions	Cheques – accompanied by correct and complete information.	Bank deposit (at your local Commonwealth Bank branch): 5pm, Monday 27 June Please contact Customer Care to ensure you have the correct bank account details.
	Direct credits, SWIFTs and BPAY® - we strongly suggest clients plan in advance and instruct their financial institution at least 2-3 days prior to the cut-off date. Appropriate paperwork for the contribution and any supporting information such as the work test declaration must also be supplied. <i>*Registered to BPAY Pty Ltd ABN 69 079 137 518</i>	The contribution must appear in our bank account by Monday 27 June
Superannuation splitting for FY21-22	Contribution splitting – to apply for contribution splitting to an eligible spouse.	5pm, Friday 24 June
Term Deposits	Normal cut-off times will apply for all Term Deposits purchased before 30 June	12pm, Wednesday 29 June

The above cut-off dates are based on the assumption that all information received by the cut-off dates is complete and accurate.

Transition of Assets

Process	Details	Cut-off date
Property syndicates, Managed Fund transfers & Unlisted investment transfers	Transfers must be received by this date to allow the relevant registry enough time to complete the transfer to us by 30 June 2022. Transfers received after 20 May 2022 will still be sent for transfer, although completion by 30 June 2022 cannot be guaranteed.	5pm, Friday 20 May
Share transfers	All transfers received after this date will be sent to our broker, however, we are unable to guarantee transfer by 30 June 2022.	5pm, Friday 10 June
Internal in specie Transfers	IDPS to IDPS IDPS to super Full super to pension Super to pension (full and partial) Pension to super (full and partial) <i>Please note, for all asset transfer requests outlined above, we must receive the instruction to</i>	5pm, Friday 17 June

	<i>withdraw/rollover and the completed application form by the cut-off date.</i>	
<p><i>The above 'Transition of assets' cut-off dates are based on the assumption that all transfers have already been actioned by the current holder, seller or trustee (where required) and that all information received by the cut-off dates is complete and accurate. If the client would also like to partake in a corporate action we will be unable to proceed with the transfer until after such time as its completed. We will continue to track current requests in progress with original providers and issue regular follow-ups to ensure every effort is made to complete transfers prior to 30 June 2022.</i></p>		
Capital Gains/Losses Reporting 2022		
Process	Details	Cut-off date
CGT transaction history	To ensure tax reporting is as accurate as possible for clients in the financial year ended 30 June 2022, complete CGT transaction history.	5pm, Monday 20 June
<p><i>Please note, we cannot guarantee that transactional data received on or after 1 July 2022 will be included on 30 June 2022 reports.</i></p>		

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