



Options

Available on Cessation of Government Service

GOVERNMENT SUPERANNUATION FUND

NEW GENERAL Scheme

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Important information

The Government Superannuation Fund (GSF) schemes are managed and administered by the GSF Authority (the Authority) in terms of the GSF Act 1956 (the GSF Act). The Authority has appointed Datacom Employer Services Limited (Datacom), a subsidiary of Datacom Group Limited, as the Schemes Administrator.

The Schemes Administrator does not have the authority to interpret the GSF Act or to make any determination on questions arising under the GSF Act. All interpretative issues and determinations are referred to the Authority for a decision.

If there is any doubt about a matter, eg. how an allowance is calculated, the Schemes Administrator will approach the Authority for a determination and then advise the contributor of the Authority's decision. If the contributor disagrees with, or is dissatisfied with, the Authority's decision he/she has the right to appeal to the GSF Appeals Board (the Appeals Board) against that decision.

The GSF Act requires the Authority to exercise its discretion consistently with the published statement of policies unless it considers it inappropriate to do so in the particular circumstances. The statement of policies may be amended by the Authority from time to time, subject to compliance with the procedural requirements set out in the Act.

Appeals must be made in writing within 28 days of the Authority's decision being advised to the contributor. The appeal will then be presented to the Appeals Board at its next meeting. The Appeals Board considers all written and oral evidence submitted by the contributor or his/her representative, as well as the Authority's report, and takes into account the interests of the Crown and any other interested party before making its decision. The Appeals Board's decision is final and the contributor is advised of the outcome.

Disclaimer

This booklet is a summary of key provisions of the GSF Act, regulations made pursuant to the GSF Act, and policy decisions including those set out in the statement of policies. While every effort has been made to ensure that the information contained in this booklet is accurate, it is intended as a guide only. In particular, please note that:

- This booklet does not take into account any individual's particular circumstances, financial or otherwise.
- The policies and conditions described in this booklet can change over time so before taking any action you should check whether the information contained in this booklet is still up to date.

This booklet is in no way binding on any person, and does not prevail over any applicable law or policy decision.

To the fullest extent permitted by law, neither the Authority nor any other person accepts any liability for any loss, damage, cost or expense that may arise from any reliance on any information contained in this booklet.

This booklet is not intended to, and does not create, any legal or equitable rights exercisable by any person. If you have any queries in relation to the schemes, or require any further information in relation to the schemes, please contact:

Schemes Administrator
Government Superannuation Fund
Datacom Employer Services Limited
P O Box 3614
Wellington 6140

Free Phone: 0800 654 731
Telephone: (04) 470 6348
Fax: (04) 470 6366

Options Available on Cessation of Government Service

1. Introduction

This booklet provides information on the options available on cessation of Government service for contributors to Part 2A of Government Superannuation Fund (GSF) (the New General Scheme) under the GSF Act and the various associated policies. The position may be different under other schemes within the GSF (eg. the Armed Forces, Police or Prison Schemes).

In this booklet, the term “partner” is used to refer to a civil union partner or de facto partner (as defined in the Property (Relationships) Act 1976) and includes any person whom the Authority regards as being the civil union or de facto partner of a deceased person immediately before that person’s death.

The term “spouse” is used to refer to any man or woman whom the Authority regards as being the wife or husband of the person immediately before the person’s death.

To elect or register one of options A, B, C, D, E or F described in paragraphs 7 to 12 of this booklet, please complete **Form GS20/1 – Cessation of Government Service** attached and forward the form to the GSF Schemes Administrator **before** you cease Government service.

2. Purpose

The purpose of this booklet is to help you:

- choose the option that best suits you, and
- register that option with the Schemes Administrator.

3. Taxation status

Under current New Zealand tax law all entitlements are paid free of tax.

4. How to register for the option that suits you

The way to register for the option that suits you is to follow this “step action” procedure.

Step Action

1. Use this booklet to find out what options you are eligible for and interested in.
2. Phone the Schemes Administrator to obtain estimates of the amounts payable under these options.
3. Choose the option you prefer.

4. Fill in **Form GS20/1 - Cessation of Government Service** (see back of booklet) and send it to the Schemes Administrator.

5. Payment of contributions

Regardless of the option you elect, contributions must be paid up to the last day of employment and may include any period of leave paid out prior to you ceasing employment.

6. Choosing the options

How to choose the option

The purpose of the table below is to help you choose the option most suitable for you. The options available to you will, however, depend on your particular circumstances including your age, length of service and whether employer consent is granted. You will need to refer to the further details set out in following pages to determine whether a particular option fits your circumstances.

- Option A Receive an immediate retiring allowance
- Option B Leave contributions in GSF and receive a deferred retiring allowance
- Option C Receive a refund of contributions and interest
- Option D Continue to contribute to GSF
- Option E Transfer contributions to another registered superannuation scheme
- Option F Leave contributions in GSF with the option of reactivating later.

If you are...	and you have contributed to GSF for...	then you may be eligible for options...	sections...
60 years or over	any length of time	A B C E	7,8,9,11
50 to 59 years	10 years or more	A B C D E	7,8,9,10,11
50 to 59 years	less than 10 years	C D	9,10
under 50 years	10 years or more	B C D E F	8,9,10,11,12
under 50 years	less than 10 years	C D F	9,10,12

7. Option A – Immediate retiring allowance

What is Option A?

Option A entitles you to payment of a retiring allowance on ceasing Government service.

To elect Option A, please complete **Form GS20/1 – Cessation of Government Service** and have your Controlling Authority complete **Form GS20/2 – Controlling Authority Consent**. Both forms are at the back of this booklet. Please forward the forms to the GSF Schemes Administrator.

Note - for capitalisation options (electing to convert part of your retiring allowance into a lump sum) and options to vary the amount of your retiring allowance, please see sections 13 and 14 of this booklet.

Do I qualify?

You qualify for this option if you are:

- 60 years of age or over, and have contributed to GSF for any length of time,
- aged 50 to 59, have made contributions to GSF for ten years or more, and have your employer's approval for payment of a retiring allowance,
- approval has been received from the Authority for the payment of a medically unfit retiring allowance, or
- you have already made an election for a deferred retiring allowance and have reached age 50.

When is it payable?

If you elect to receive your retiring allowance immediately it is normally payable as soon as practical after the last day of employment. This may include periods of paid leave. If an election to retire immediately is not made at the time you are first eligible to do so no backdating the receipt of the retiring allowance is permitted when an election is subsequently made. In this case your retiring allowance is recalculated at the date payment commences.

When do I make an election?

You may make an election any time after your last day of paid service has been confirmed.

What if I die after my last day of paid service?

The table below shows the benefits available in the event of your death.

If you are...	then your...
survived by a spouse or partner	spouse or partner may elect either: <ul style="list-style-type: none">• an allowance of up to one half of the retiring allowance you were entitled to at the date of your death¹, or• a refund of contributions plus interest of 0.25% for every complete month of contributory service from 1 May 1985, less any payments made.
not survived by a spouse or partner	a refund of contributions with interest as above, less any payments made, is paid to the estate.
survived by child/children under age 16, or age 18 if continuing education	child/children each receive an annual allowance.

¹ Except that if you marry or enter into a civil union or de facto relationship after retirement, the amount payable to your spouse or partner depends on the length of the relationship. A full spouse or partner's allowance will be paid if the marriage, civil union or de facto relationship has been of 5 or more years duration.

8. Option B: Deferred retiring allowance

What is Option B?

Option B allows you to elect to leave your contributions in GSF after ceasing Government service so you may make a second election to receive payment of a retiring allowance at age 50 or later.

To elect Option B, please complete **Form GS20/1 – Cessation of Government Service** at the back of this booklet and forward the form to the GSF Schemes Administrator.

Note - for capitalisation options (electing to convert part of your retiring allowance into a lump sum) and options to vary the amount of your retiring allowance, please see sections 13 and 14 of this booklet.

Do I qualify?

You qualify for this option if you have made contributions to GSF for 10 years or more.

When do I elect this option?

You must make the initial election within six months of ceasing Government service or at some later stage approved by the Authority.

When may I make the election to receive payment of my retiring allowance?

This election may be made three months prior to age 50. However, the earliest you may receive payment of your retiring allowance is age 50.

What if I die before receiving my retiring allowance?

The table below shows the benefits available.

If you are...	then your...
survived by a spouse or partner	spouse or partner may elect either: <ul style="list-style-type: none">• an allowance of up to one half of the retiring allowance you would have been entitled to, or• a refund of contributions plus interest of 0.25% for every complete month of contributory service from 1 May 1985, less any payments made.
not survived by a spouse or partner	a refund of contributions with interest as above, less any payments made, is paid to the estate.

Note - there is no payment made to dependant children if you die before receiving your retiring allowance after making a deferred retiring allowance election.

What if I die after my retiring allowance has commenced?

The table below shows the benefits available.

If you are...	then your...
survived by a spouse or partner	spouse or partner may elect either: <ul style="list-style-type: none">• an allowance of up to one half of the retiring allowance you were entitled to at the date of your death², or• a refund of contributions plus interest of 0.25% for every complete month of contributory service from 1 May 1985, less any payments made.
not survived by a spouse or partner	a refund of contributions with interest as above, less any payments made, is paid to the estate.
survived by child/children under age 16, or age 18 if continuing education	child/children each receive an annual allowance.

² Except that if you marry or enter into a civil union or de facto relationship after retirement, the allowance payable to your spouse or partner depends on the length of the relationship. A full spouse or partner's allowance will be paid if the marriage, civil union or de facto relationship has been of 5 or more years duration.

Calculation of Final Average Earnings

The Final Average Earnings used in the calculation of a deferred retiring allowance are those determined at the date of cessation. They are adjusted to reflect any movement in the Consumer Price Index between the date of cessation and the date of payment.

Revoking of election to receive a deferred retiring allowance

This election may be revoked at any time prior to any payment being accepted, and an election to receive a refund of contributions or to transfer to another superannuation scheme may be made.

9. Option C: Refund of contributions

What is Option C?

Option C entitles you to a refund of your contributions plus interest.

To elect Option C, please complete **Form GS20/1 – Cessation of Government Service** at the back of this booklet and forward the form to the GSF Schemes Administrator.

Do I qualify?

You qualify for this option if you are ceasing Government service.

When is it payable?

This refund of contributions plus interest is due on the day after your last day of employment and will be paid as soon as practical.

What interest is payable?

Interest is payable on contributions in respect of service from 1 May 1985 at the rate of 0.25% for every complete month of **contributory service** from that date. Interest is not payable on any contributions paid before 1 May 1985.

If you are under age 60 and your cessation is compulsory (for any reason other than misconduct), interest may be paid according to a formula provided by the Government Actuary.

Any amount paid over and above the standard contribution rate which may represent employer contributions or interest will not be included in this refund.

What if I die?

The table below shows the benefits available in the event of your death.

If you die...	then your...
after your last day of paid service and before receiving your refund payment	a refund of your contributions plus interest is paid to the estate. No further benefits are available.
after your last day of paid service and after receiving your refund payments	No further benefits are paid.

10. Option D: Continue to contribute to GSF after ceasing Government service.

What is Option D?

Option D may allow you to continue contributing to GSF Fund after ceasing Government service before becoming entitled to a retiring allowance.

To elect Option D, please complete **Form GS20/1 – Cessation of Government Service** at the back of this booklet and forward the form to the GSF Schemes Administrator.

Do I qualify?

You may qualify for this option...

If you...	you may contribute until...
resign from Government service and do not qualify for immediate payment of a retiring allowance or deferred retiring allowance	3 months from your last day of paid service or such later date as the Authority may agree to.
are made redundant from Government service	The Authority's current policy is that where a person is made redundant then that person may continue to contribute until the earlier of: <ul style="list-style-type: none">• qualifying for a retiring allowance as a right (eg. age 60 General Scheme), or• completing 10 years contributory service.

When do I elect?

You must make your election **before** your last day of paid Government service.

Cost of continuing contributions

You are required to continue to pay your standard fortnightly contributions plus an additional percentage, which represents the additional cost of the accruing benefit.

Note - the additional percentage is not refundable nor is redundancy interest payable should a contributor subsequently decide to take a refund of contributions.

When may I stop contributing?

You may stop at any time. You must then elect another option. The table on page 4 shows you these options.

What if I die while contributing and before becoming entitled to a retiring allowance?

The table below shows the benefits available.

If you are...	then your...
survived by a spouse or partner	spouse or partner may elect either: <ul style="list-style-type: none">• a refund of contributions plus interest of 0.25% for every complete month of contributory service from 1 May 1985, or your final year's salary, whichever is the greater, or• a lump sum of up to 80% of the maximum lump sum which would have been available to the contributor had the contributor retired at the date of death on the ground of medical unfitness plus a spouse or partner's allowance of half the retiring allowance that would have been payable had the contributor retired at the date of death on the ground of medical unfitness, reduced to take into account payment of the lump sum.
not survived by a spouse or partner	a refund of contributions with interest as above is paid to the estate.
survived by child/children under age 16, or age 18 if continuing education	child/children each receive an annual allowance.

What if I die while contributing and after becoming entitled to a retiring allowance?

The table below shows the benefits available.

If you are...	then your...
survived by a spouse or partner	spouse or partner may elect either: <ul style="list-style-type: none">• an allowance of up to one half of the retiring allowance you were would have been entitled to at the date of your death³, or• a refund of contributions plus interest of 0.25% for every complete month of contributory service from 1 May 1985, less any payments made.
not survived by a spouse or partner	a refund of contributions with interest as above, less any payments made, is paid to the estate.
survived by child/children under age 16, or age 18 if continuing education	child/children each receive an annual allowance.

³ Except that if you marry or enter into a civil union or de facto relationship after retirement, the amount payable to your spouse or partner depends on the length of the relationship. A full spouse or partner's allowance will be paid if the marriage, civil union or de facto relationship has been of 5 or more years duration.

11. Option E: Transfer to another superannuation scheme

Do I qualify?

You qualify for this option if you are ceasing Government service, and have contributed to the fund for 10 years or more.

What is Option E?

Option E allows you to transfer the value of your contributions to another registered superannuation scheme when you cease service. Such a scheme has to be registered under the Superannuation Funds Act 1989 and approved by the Authority.

You need to arrange for the Manager of the scheme you are transferring to, to complete Section B of **Form GS20/1 - Cessation of Government Service**.

Sum to be transferred

The sum to be transferred is:

- contributions and interest of 0.25% for every complete month of contributory service since 1 May 1985 on contributions made since that date, plus
- 10% of this amount for each year in excess of 10 years' contributory service and an appropriate portion of 10% for any part year of such contributory service, or
- twice the amount payable under Option C, whichever is the lesser.

Note - if you cease service compulsorily then the amount payable under this option may be less than the amount payable under Option C.

When is it payable?

Your money is due to be transferred on the day after your last day of employment.

Any amount paid over and above the standard contribution rate which may represent employer contributions or interest, will not be included in the sum to be transferred.

12. Option F: Leave contributions in GSF and reactivate later

Do I qualify?

You qualify for this option if you are under age 50.

What is Option F?

Option F allows you to elect to leave your contributions in GSF so if you return to Government service before age 50 your earlier membership may be reactivated, or you can make a subsequent refund election.

To elect Option F, please complete **Form GS20/1 – Cessation of Government Service** at the back of this booklet and forward the form to the GSF Schemes Administrator.

When may I reactivate?

You may reactivate if you resume Government service before turning 50 years of age.

Note - you may only reactivate into the scheme of which you were previously a contributor, eg. if you were a teacher you cannot reactivate into the Police Scheme.

What if I do not return to Government service?

You may revoke your election to leave your contributions in the GSF, (and reactivate later) at any time prior to any payment being accepted from the Fund, and you may elect another option (see page 4).

If you do not make a further election before age 50 your membership will lapse and your contributions will be refunded.

What happens to my earlier contributory service if I reactivate?

Your membership is reinstated. However, your length of service is recalculated to take account of your break in service.

Your previous membership will also be discounted by 1.25% for each corresponding year as a contributor and 2.25% for periods that don't have a corresponding contributory period.

What if I die before resuming Government service?

If you die before resuming Government service, the table below shows the benefits available.

If you are...	then your...
survived by a spouse or partner	spouse or partner may elect either: <ul style="list-style-type: none">• an allowance of up to one half of the retiring allowance you would have been entitled to, or• a refund of contributions plus interest of 0.25% for every complete month of contributory service from 1 May 1985, less any payments made.
not survived by a spouse or partner	a refund of contributions with interest as above is paid to the estate.

Note - there is no payment made to dependant children if you die before resuming Government service.

13. Electing to capitalise

What is capitalisation?

Capitalisation means you elect to convert part of your retiring allowance into a lump sum.

When may I capitalise?

You may make a capitalisation election at any time within the three months immediately preceding the date on which you are entitled to a retiring allowance.

If you have not made an election you will be given the option of making one once the Schemes Administrator has been notified of your retirement.

How much of my retiring allowance may I capitalise?

You may capitalise up to a quarter of your annual retiring allowance. The portion capitalised is multiplied by twelve to arrive at the lump sum payable (the portion is multiplied by 10 for Cook, Tokelau and Niue Island Schemes).

May I cancel my election?

Once the Schemes Administrator has received your election it cannot be cancelled. However, if you have capitalised less than the maximum you may make one further election to increase to the maximum. This must be done before you receive your first payment.

How to make an election to capitalise

A form will be sent to you by the Schemes Administrator as part of processing your retirement. If you wish to make a capitalisation election prior to this you should contact the Schemes Administrator.

Advance payment of lump sum

If you are within three months of the last day of duty (as distinct from the last day of paid service) you may elect to receive half of the maximum capitalisation sum in advance.

You are required to make this election on **Form GS20/3 – Election for Advance Payment of Part of Capitalisation**. A copy of this form may be obtained from the Schemes Administrator.

You will be charged interest on your advance payment from the date you receive payment until the due date for payment of your allowance.

14. Options to vary the amount of your retiring allowance

(a) Payment of lump sum to increase retiring allowance

Contributors who:

- are at least 50 years of age but are not over 60,
- have at least 10 years contributory service, and
- have their employer's consent to retire,

may, subject to certain terms and conditions, make a payment to GSF to increase their retiring allowance.

The maximum amount the retiring allowance may be increased to will be that which the contributor would have been entitled to as if he/she continued to be employed and continued to contribute to GSF until age 65.

This option is not available to a contributor who has elected to receive a deferred retiring allowance or to someone who has qualified for a medical retiring allowance.

The cost of purchasing the increased retiring allowance is assessed actuarially. For further information and estimates of the payment required please contact the Schemes Administrator.

(b) Variable allowance

A contributor has the option of surrendering a portion of his/her retiring allowance from a specific date. The effect of this is to increase the allowance for the period prior to the date specified, but at the expense of an actuarially calculated decrease at the end of the period.

For example, a contributor may elect to surrender \$2,000 at the age at which he/she becomes eligible for New Zealand Superannuation in return for an increased allowance for the date of retirement until that date.

Note - this option is not available to contributors who have had approval for a medically unfit retiring allowance. Any other contributors electing this option are required to provide a certificate from a doctor confirming the contributor's current state of health.

Cost of living adjustments are not applied to the portion of the retiring allowance attributable to the surrender and the portion of the allowance attributable to the surrender allowance is not included when assessing a spouse or partner's annuity.

GSF booklets for the New General Scheme include

- GS 2 Retiring Allowance Options
- GS 5 Granting a Charge over your Contributions to GSF
- GS 6 Information
- GS 7 Information on Leave Without Pay
- GS 19 Options Available While Remaining in Government Service
- GS 20 Options Available on Cessation of Government Service
- GS 21 Election to Contribute at Previous Salary Rate Following Reduction in Superable Salary
- GS 22 Contributing in Respect of Prior or Interrupted Government Service
- GS 96 Option to Cease Contributing to GSF and Elect a Deferred Pension

If you would like copies of booklets relevant to your membership, please contact the Schemes Administrator at the address noted at the front of this brochure. Copies of the booklets are also available on the Authority's website – www.gsfa.govt.nz



Alternative contact details (to be completed in all cases)

This information will only be used if Datacom, GSF Schemes Administration, lose contact with you for any reason. Your alternative contact should be someone who **does not live at the same address as you.**

Full Name _____ Relationship to you (if any) _____

Postal Address _____ Post code _____

Contact Phone Number () _____

The fully completed form must be signed by the member.

Member signature _____ Date ____ / ____ / ____

SECTION B

(To be completed by the Superannuation Scheme Manager if the person is transferring to another scheme. Return the form to the contributor named in Section A.)

I CERTIFY that the following scheme is currently registered under the Superannuation Schemes Act 1989, and that the Trustees of this scheme are prepared to accept payment of the GSF transfer value.

Signed _____ Date ____ / ____ / ____

Name _____

Position _____

Name of Registered Scheme _____

Scheme Registration Number _____

Scheme Manager's Postal Address _____

Phone Number () _____

Email Address _____

Scheme Member Number _____

Bank account to which transfer is to be paid (if possible attach a deposit slip):

Forward the completed form to the Schemes Administrator, GSF, PO Box 3614, Wellington 6140.
If you have any queries please call (04) 470 6348 or 0800 654 731 if calling from outside the Wellington area.

Privacy Act Statement

The personal information you supply by completing this form is being collected by Datacom Employer Services Limited (**Datacom**), as administrator of the schemes on behalf of the Government Superannuation Fund Authority (the **Authority**). The schemes are governed by the Government Superannuation Fund Act 1956 (the **Act**). The information collected in this form will be held by Datacom. It will be used to process your election under this form and/or update your member record. It may also be used to contact you in the future.

The information may be exchanged between the Authority and Datacom. It may be disclosed to third parties such as Annuitas Management Limited (provider of executive office/secretariat service to the Authority) or agents of the Authority or Datacom, in accordance with the Privacy Act 1993, for the purpose of the ongoing management and administration of GSF and the schemes and to enable the Authority to fulfil its statutory or legal obligations, such as for tax reporting or anti-money laundering requirements. If you do not provide the information requested, we may not be able to process any election and/or update your member record, as set out in this form.

By providing your **email address** you consent to Datacom and/or the Authority contacting you by email regarding your entitlements under the schemes governed by the Act and other information about services, as appropriate. You also agree, pursuant to the Unsolicited Electronic Messages Act 2007, that the person sending any such message need not include a functional unsubscribe facility in the message.

You are entitled to access and request correction of the personal information collected in this form in accordance with the Privacy Act 1993. For more detailed information about the Privacy Act you can refer to the Privacy Commissioner's Guide to the Privacy Act 1993. The Authority's Privacy Policy can be viewed at www.gsfa.govt.nz.

Government Superannuation Fund Authority
PO Box 3390
Wellington 6140

Datacom Employer Services Limited
PO Box 3614
Wellington 6140

CONTROLLING AUTHORITY CONSENT

GS20/2

Section 61 of the Government Superannuation Fund Act 1956 requires contributors who are aged 50 or over with at least 10 years contributory service, but who have not attained age 60, to obtain the consent of their controlling authority in order to be eligible to receive a retiring allowance.

CONSENT OF CONTROLLING AUTHORITY TO PAYMENT OF RETIRING ALLOWANCE TO CONTRIBUTOR

(To be completed by the employer)

Contributor details:

First Names _____ Surname _____

GSF Number _____ Date of Birth ____ / ____ / ____

As required by section 61(4) of the Government Superannuation Fund Act 1956, _____
_____ *(name of employer or Board of Trustees)* approves the above contributor receiving payment of a retiring allowance from the Government Superannuation Fund.

Signature _____ Date ____ / ____ / ____

Name _____

Position _____

Postal Address _____

Phone Number () _____ Fax Number () _____

Email Address *(see below)* _____

Forward the completed form to the Schemes Administrator, GSF, PO Box 3614, Wellington 6140.

If you have any queries please call (04) 470 6348 or 0800 654 731 if calling from outside the Wellington area.

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The information may be exchanged between the Authority and Datacom. It may be disclosed to third parties such as Annuitas Management Limited (provider of executive office/secretariat service to the Authority) or agents of the Authority or Datacom, in accordance with the Privacy Act 1993, for the purpose of the ongoing management and administration of GSF and the schemes and to enable the Authority to fulfil its statutory or legal obligations, such as for tax reporting or anti-money laundering requirements.

By providing your **email address** you consent to Datacom and/or the Authority contacting you by email regarding the Contributor and/or the information provided.. You also agree, pursuant to the Unsolicited Electronic Messages Act 2007, that the person sending any such message need not include a functional unsubscribe facility in the message.

The Contributor is entitled to access and request correction of the personal information collected in this form in accordance with the Privacy Act 1993. For more detailed information about the Privacy Act you can refer to the Privacy Commissioner's Guide to the Privacy Act 1993. The Authority's Privacy Policy can be viewed at www.gsfa.govt.nz.

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