

November 2021

## To: **Members of the NZ Fire Service Superannuation Scheme (FireSuper)**

If you are a member of FireSuper (the “Scheme”) and are permanently ceasing employment then you will be entitled to a benefit from the Scheme.

The information below shows your options, what you need to do and when your benefit from FireSuper is likely to be paid. Your eligibility for the top-up benefit on death or loss of medical or physical fitness will cease.

### **What options do I have?**

There are different options available when you leave service depending on whether or not you are a member of the regular section and/or complying fund section of the Scheme.

These options are set out on the Cessation Advice form which is available from FENZ payroll or can be down- loaded from the Scheme’s website <https://www.firesuper.org.nz/documents.html>.

Your options include:

- **Continued membership**

Your benefit will be calculated and you will then become a deferred member of the Scheme. Investment returns will be credited or debited and expenses will be deducted from your deferred Retirement Accumulation until you elect to withdraw it all.

You will have the option to withdraw from your deferred Retirement Accumulation subject to the following rules set by the Trustee:

- you are able to make up to four free withdrawals a year by completing the Deferred Member Withdrawal Request form and submitting it to Mercer. You will be charged a fee for the fifth and each subsequent withdrawal, this fee is currently \$75.31. Upon receipt of all information payment would normally take five working days to reach to your nominated bank account.
- a minimum balance of \$5,000 must remain in your deferred balance after a withdrawal (unless you withdraw the total amount).

As a deferred member you are able to make regular monthly withdrawals free of charge from your deferred Retirement Accumulation. You will need to complete the Deferred Member Regular Withdrawal Request form which can be downloaded from the Scheme’s website. The minimum withdrawal amount is \$400 per month and will be made into a personal bank account in your name. The withdrawal amount can be changed or stopped at any time.

<https://www.firesuper.org.nz/documents.html>

A deferred member can become eligible to contribute again on re-entering service and re-joining the Scheme. If you become a deferred member and re-join the Scheme your Retirement Accumulation accounts would retain their previous character (i.e. Member Accumulation, FENZ Accumulation and Voluntary Accumulation) in a new membership record.

Please refer to the Deferred Member Fact Sheet on the website for more details:

<https://www.firesuper.org.nz/documents.html>

### **Deposit into your bank account (for non-complying fund balances)**

Your benefit will be paid into your personal bank account in your own name. Proof of bank account details are required showing your name and account number, this can be a copy of your bank statement or a screen shot.

- **Transfer to another superannuation scheme (for non-complying fund balances)**

Upon leaving service you can transfer your benefit to another superannuation scheme subject to their approval. If you transfer out on leaving service, and then re-enter and re-join the Scheme, you could (subject to the rules of the transferee scheme and approval of the FireSuper Trustee) transfer those funds back into the Scheme. The entire amount transferred would form part of your Voluntary Accumulation.

- **Transfer to a KiwiSaver Provider (complying and non-complying fund balances)**

100% of your complying fund balances will be transferred to your KiwiSaver provider subject to their acceptance. You will need to provide your KiwiSaver membership details when completing the second part of the Cessation Advice form.

You may also transfer your full accumulations to KiwiSaver however this would mean your balances would be locked-in and subject to KiwiSaver rules. The balances would not be able to be transferred back to FireSuper should you re-enter employment.

### What do I need to do now?

You need to:

- Consider the options above, read the Cessation Advice form and consider what the best option is for you.
- Complete and sign the “Cessation Form” and email it to FENZ Payroll; NHQ Payroll - Work & Enquiries [NHQPAYROLL@fireandemergency.nz](mailto:NHQPAYROLL@fireandemergency.nz)

***Please ensure that you clearly tick the option that you have chosen and provide the requested documentation.***

- Payroll will then complete the form and send it to Mercer so your benefit can be processed.

### How long will it take for my benefit be paid out?

Your benefit can only be paid once your completed Cessation Advice and final contributions have been processed by payroll and forwarded to Mercer.

Please note that:

- Payroll will forward your completed Cessation Advice and final contributions to Mercer. This is expected to be **before your final pay** and may be sent to Mercer separately.
- Upon receipt of your final contributions, Mercer would normally take up to five days to allocate your contributions to your FireSuper accumulations and would then be able to start processing your payment.
- Then, provided that your completed Cessation Advice has been received and all information is correct your benefit can be processed, it would normally take five working days to process your benefit and for the funds to be released.

### Christmas Processing

**Due to office closure of the Christmas period processing of benefits is not possible during the period 23rd December 2021 to 5th January 2022.**

### Who can I contact if I have questions?

If you have any questions or need any assistance, please call us on 0800 697 8737 or email us at [nzfire.super@mercer.com](mailto:nzfire.super@mercer.com).

### Consider seeking financial advice

Before taking any action you should always consider seeking personalised financial advice relevant to your personal circumstances.