



New Zealand Post Superannuation Plan

In-service withdrawal form

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

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	Surname

First names	_____				
Employee number	Date of birth		DD	MM	YYYY

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 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).

