

User Guide: Verus Online Request Form

Verus SMSF Actuaries

Actuarial Certificates for SMSFs

Tax Exemptions under Section 295-390 of the Income Tax Assessment Act 1997

1. Introduction

This User Guide explains how to use the Verus SMSF Actuaries Online Request Form to request an actuarial certificate for a Self Managed Superannuation Fund with account based pensions (ABPs). Our ABP actuarial certificates provide the percentage of your Fund's investment income that is exempt from tax, for funds that are partly in retirement phase and partly in non-retirement phase during the tax year.

This User Guide should be read in conjunction with our Online Request Form for ABP actuarial certificates, which can be found here: www.verusactuaries.com.au/ABPRequest.

If you have any questions that are not covered in this User Guide, please don't hesitate to email us at enquiries@verusactuaries.com.au or call us on 1800 978 328.

The Online Request Form can be used for Funds with all types of account based pensions (including transition to retirement pensions, allocated pensions and market linked pensions). If you have a Fund with a defined benefit pension you will need to complete a different request form – click here: www.verusactuaries.com.au/DBPCertificates for more information.

2. Do You Need an Actuarial Certificate?

You will need an actuarial certificate for your SMSF if it was partly in retirement phase and partly in non-retirement phase during the tax year, unless you have fully segregated the Fund's retirement phase assets from its non-retirement phase assets.

An actuarial certificate is *not* needed if:

- The Fund was entirely in non-retirement phase for the whole of the year (in which case all the investment income will be taxable); or
- The Fund was entirely in retirement phase for the whole of the year (in which case all the investment income will be tax exempt); or
- All of the Fund's retirement phase assets were segregated from all of the Fund's non-retirement phase assets throughout the year.

Note: From the 2017/18 tax year onwards, an SMSF cannot use the segregated method if the Fund has disregarded small fund assets and you will need an actuarial certificate in

this case. The assets will be disregarded small fund assets if, just before the start of the tax year:

- *One or more of the members in the Fund has a total superannuation balance of more than \$1.6m (including all of the members' superannuation entitlements, not just those in this Fund); and*
- *That member was receiving a retirement phase superannuation income stream (in any fund).*

You will also *not* need an actuarial certificate if the Fund's taxable income was negative during the year. However, note that for this purpose taxable income *excludes* realised capital losses in excess of any realised capital gains. Realised capital losses cannot (on their own) make a Fund's taxable income negative because they can only be offset against realised capital gains.

Finally, if your Fund has a small but positive taxable income during the year, consider whether the benefit of the tax exemption will exceed the cost of the actuarial certificate – if you would only be paying a very small amount in extra tax, it may not be worth obtaining a certificate.

3. Structure of the Online Request Form

3.1. Sections of the Form

The Online Request Form is structured into Parts A to D. The four parts and their main purposes are:

A. Contact Details

Your contact details, so we know who has requested the certificate, who to ask if we have questions, and where to send it when completed.

B. Fund Information

Basic details about the Fund and its members.

C. Financial Data

Details of account balances in the Fund, pensions commencing and ceasing during the year, contribution and benefit transactions, any deemed segregation periods and the Fund's closing balance. This part also includes a convenient summary of the data you have entered.

D. Comments and Request Submission

Additional information we need from you about anything unusual for the Fund. This section is also where you can see a draft calculation of the tax exempt percentage and submit your request for an actuarial certificate to Verus SMSF Actuaries.

3.2. Verus Control Panel and Verus Navi

On the left-hand side of the Online Request Form is the Verus Control Panel. This helps you manage your actuarial certificate requests. For example, you can load data from a file you saved previously, save the current data file to return to later, import data from an

Excel template, print a paper copy of the data form or validate the data you have entered. You can also use it to submit your completed request for an actuarial certificate.

Loading and Saving Request Data. You can save the data you have currently entered into the Online Request Form by clicking on the blue “Save Request Data” button on the Verus Control Panel. This will automatically save a VDF file of the request data to the default download location on your computer.

To access this data later, browse to the saved file’s location using the “Choose File” button on the Verus Control Panel and, once the correct file has been selected, click on the blue “Load Request Data” button to upload the data back into the Online Request Form. You can also use the drop-down menu beneath the “Choose File” button to select which parts of a data file to load. You can choose to *Load All Data*, *Contact Details Only*, *Fund Information Only* or *Financial Data Only*.

Importing Excel Data. As another alternative to entering the data directly into the Online Request Form, you can use our Excel data input template and then upload the data from Excel into the Online Form. To do so, first click on the “Import Excel Data” button on the Verus Control Panel. An overlay page will appear on your screen with more information about the Excel data input template as shown in the image below.

Import Excel Data

Verus
SMSF Actuaries

Importing Excel Information into the Online Form

Our online form allows you to import data directly from an Excel data input template file.

This functionality is intended to assist clients who prefer entering data into Excel, and for those who work with data sources that are more easily translated into Excel format.

You are free to complete as much of the Excel data input template as is convenient for you. For example, transactions data can be copied into and imported from Excel, with all the other information items being entered directly using our online form.

Using our Excel Data Input Template

- ▼ Download our Excel data input template.
- ▼ Enter information into the template and save it to your computer.
- ▼ Browse to the location of your saved Excel data file via the selection box below.
- ▼ From the drop-down menu below, select which parts of the Excel data you wish to import.
- ▼ Click the "Import Excel Data" button to complete the data import process.

Download the Excel data input template:

[Download Template](#)

Browse to your completed Excel data input template:

No file chosen

Select the data you wish to import:

▼

Data Import Configuration Options:

Yes No Overwrite existing data for financial transactions and deemed segregation periods in request form?

From here you can click on the blue “Download Template” button which will automatically download the Excel template to the default download location on your computer.

You can now open the Excel template and enter as much or as little data as is convenient into the template. Any data that is not completed in the Excel template will need to be entered directly into the Online Request Form after the data in the template has been uploaded. Further instructions about entering data into the Excel template are included in the template. Once you have finished entering data into the template, save it to your computer.

To upload this data into the Online Request Form, browse to the saved file's location using the "Choose File" button on the Import Excel Data overlay page. Once the correct file has been selected, choose which parts of the Excel data you wish to import using the drop-down menu. You also have the option of choosing whether to overwrite or add to any existing transactions data in the Online Request Form. Finally, click on the grey "Import Excel Data" button on the bottom right of the screen. This will upload any data entered and saved in the Excel template into the Online Request Form. It is important to review the imported data and any validation messages shown on-screen to ensure the information is accurate before submitting your certificate request.

Verus Tip: Remember you can select whether to Load All Data, Contact Details Only, Fund Information Only or Financial Data Only. This is a great way to save time. For example, you could load the Contact Details from a template data file you have set up. Or you could load selected parts of the data from the prior year's actuarial certificate, or both. This option is available via a drop-down menu whether you are loading data using a saved VDF file or the Excel data input template.

On the right-hand side of the Online Data Form is Verus Navi. This helps you navigate to the part of the form that you need to work on next at the click of a button.

Verus Tip: Both the Verus Control Panel and Verus Navi can be minimised and maximised by clicking on the  button on the corners of the panels.

We have provided more detailed explanations of how to complete each part of the Online Data Form below.

3.3. Part A: Contact Details

In Part A, you will need to provide the following details:

Given Name and Surname. This should be the name of the person completing the Online Request Form, so we know who to contact if we have questions.

Fund Trustee. Tell us if you are a trustee of the Fund (or a director of the trustee company). If you are an accountant, advisor or administrator completing the Online Request Form on behalf of your client please click on "No". If you are a trustee of the Fund (or a director of the trustee company) and are completing the Online Request Form for your own Fund please click on "Yes".

Business Name and Business ABN. This should be the company or business name and ABN of the person completing the Online Request Form. If you have indicated you are a trustee (or a director of the trustee company) of the Fund and are completing the Online Request Form for your own Fund you don't need to complete these details. If you need to check your business' ABN, you can search for it online using the Australian Government's Business ABN Lookup website (www.abr.business.gov.au).

Address Details. These should be the postal address details for the company or business of the person completing the Online Request Form. If you are a trustee of the Fund (or a director of the trustee company) and are completing the Online Request Form for your own Fund, show the postal address details for the Fund.

Contact Phone. Your contact phone number. We will use this to call you if we need to discuss anything.

Contact Email. Your email address. We will email the completed certificate and our invoice to this email address.

Alternate Email. If there is a second person who should receive a copy of the certificate and invoice, include their email address here. If only one person needs a copy of the certificate and invoice, leave this blank. If more than two people should receive copies, please provide details in the comments box in Part D of the Online Request Form.

Your Reference. To make it easier for you to identify the requested certificate, you can provide us with a reference which you use internally within your organisation. The reference is then shown on both the completed certificate and accompanying invoice that will be sent to you. You can also leave this blank if you prefer.

Invoice Addressee. Our invoice can be addressed to either the accountant, advisor or administrator completing the request on behalf of a client, or the Fund's Trustee(s). Please indicate your preference here.

When you have completed all the data in *Part A: Contact Details*, you are ready to start completing the information in *Part B: Fund Information*.

3.4. Part B: Fund Information

In Part B, you will need to provide the following details:

Full Name of the Fund. Enter the name of the Fund in full. This helps us identify which Fund we are working with.

Fund ABN. Enter the Australian Business Number of the Fund. If you need to check Fund's ABN, you can search for it online using the Australian Government's Super Fund ABN Lookup website (www.superfundlookup.gov.au).

Tax Year. This is the financial year for which you need the actuarial certificate. Use the drop-down list to select the appropriate year. If you select "2017/18" for example, this means you are asking us to calculate the tax exempt percentage for the financial year commencing on 1 July 2017 and ending on 30 June 2018.

Members' Given Names and Surnames, Dates of Birth, Dates Joined Fund, Dates Exited Fund. We need to know the name of every member who was in the Fund during the year. For each member, we also need to know their date of birth.

If a member joined the Fund during the year, enter the date they joined. If they joined before the start of the tax year, please leave this blank.

If a member left the Fund during the year, enter the date they left. If they were still in the Fund at the end of the tax year, please leave this blank.

If there were more than 4 members who were in the Fund at some point during the year (for example, because of members leaving and joining), please provide more information in Part D of the Online Request Form under the Additional Comments section.

Type of Trustee. Use the drop-down box to indicate whether the Fund has a corporate trustee or has individual trustees.

Name of Trustee(s). Enter the name(s) of the trustee(s). If the trustee is a company, enter the full name of the company. If you have indicated that the trustees are individuals, the names of the trustees will be automatically filled in from the names of the members provided above (please ensure these are correct).

Fund Commencement During the Year. We need to know if the Fund commenced during the year and if so, when it commenced. Click on “Yes” or “No” and enter the date, if applicable.

Fund Wind-Up During the Year. We need to know if the Fund wound up during the year and if so, when it wound up. Click on “Yes” or “No” and enter the date, if applicable.

Segregation of Fund's Assets. We need to know if the Fund was segregated at any time during the year. If the Fund was not segregated at any time, click on “No”. If the Fund was partially segregated during the year, click on “Yes”. In this case, all of the data in the Online Request Form should relate only to the *unsegregated* asset pool. Segregated balances, and transactions on them, should be *excluded* from the data provided. Please also describe how the segregation was implemented in the Additional Comments section of Part D.

Notes:

1. If the only segregation of the Fund during the year was due to deemed segregation, click on “No”. Deemed segregation occurs during any period(s) in a year when the Fund is entirely in retirement phase and the Fund's assets are not disregarded small fund assets.
2. If the Fund has disregarded small fund assets, from the 2017/18 tax year onwards an SMSF cannot use the segregation method for calculating exempt current pension income.

TRIS Accounts. We need to know if the Fund had any Transition to Retirement Income Streams (TRIS's). Click on “Yes” or “No”. Also, if any member with a TRIS met a condition of release during the financial year, please provide further details in the Additional Comments section of Part D. For more information about TRIS's click on the  button to the right of the “Yes/No” buttons.

Disregarded Small Fund Assets. We need to know if the Fund has any disregarded small fund assets. For the 2016/17 and earlier tax years, always click on “No”. For the 2017/18 tax year onwards, an SMSF will have disregarded small fund assets if, just before the start of the tax year:

- One or more of the members in the Fund has a total superannuation balance of more than \$1.6m (including all of the members' superannuation entitlements, not just those in this Fund); and
- That member was receiving a retirement phase superannuation income stream (in any fund).

When you have completed all the data in *Part B: Fund Information*, you are ready to start completing *Part C: Financial Data*.

3.5. Part C: Financial Data

In Part C, we need you to tell us about key financial details of the Fund. We need information about the Fund's retirement phase account balances and the Fund's non-retirement phase account balances, as well as the transactions on them during the year.

Account Balances at 1 July. For each member of the Fund, we need to know the total of their non-retirement phase and retirement phase account balances at the start of the tax year. If a member has more than one non-retirement phase account, or more than one retirement phase account, please provide the totals for each type. If there were any reserves in the Fund (that is, amounts not allocated to a specific member), please enter the opening balance.

Fund Transactions. In this section, we need you to tell us about the transactions on the Fund during the year. To prepare the actuarial certificate, the only transactions we need to know about are contributions into the Fund, benefit payments from the Fund (from accounts in both non-retirement phase and retirement phase) and roll-overs in or out of the Fund. The details of other types of transactions such as asset sales or purchases, dividends, interest, tax payments, expenses, etc. are *not* required.

We explain the types of transactions we need to know about in a little more detail below:

- **Contribution (Concessional)**
Concessional contributions, including employer contributions, personal deductible contributions and salary sacrifice contributions. Concessional contributions should be shown *gross* of contributions tax.
- **Contribution (Non-Concessional)**
Non-concessional contributions. This also includes government co-contributions, low income superannuation tax offset and low income superannuation contributions.
- **Roll Over In**
Roll overs in from another superannuation fund.
- **Roll Over Out**
Roll overs out to another superannuation fund.
- **Payment (Non-Retirement Phase)**
Benefit payments from a non-retirement phase account. These will include lump sum payments from an accumulation account, and pension payments from a non-retirement phase TRIS.
- **Payment (Retirement Phase)**
Benefit payments from a retirement phase account. These will include pension payments from an account based pension, pension payments from a retirement phase TRIS and pension payments from a market linked pension.

To enter transaction data, use the Input New Transactions Data table. For each transaction you should enter a transaction date, the transaction type (*Contribution (C)*, *Contribution (NC)*, *Roll Over In*, *Roll Over Out*, *Pymt (Non-Ret)* or *Pymt (Ret Phase)*) and the amount (under the relevant member). An example of this is illustrated below.

Input New Transactions Data:

Transaction Date	Transaction Type	Member 1	Member 2	Member 3	Member 4	Reserve
21/11/2018	Contribution(C) ▼	2000				
22/11/2018	Contribution(NC) ▼		5000	1500		
04/12/2018	Roll Over In ▼				2000	
10/01/2019	Pymt (Ret Phase) ▼	2000	1500			
10/02/2019	Pymt (Ret Phase) ▼	2000	1500			
30/06/2019	Pymt (Non-Ret) ▼				4000	
	< Select Type > ▼					
	< Select Type > ▼					

Verus Tip: The "Pymt (Non-Ret)" transaction type refers to amounts withdrawn from non-retirement phase balances only. Amounts paid from retirement phase balances should be entered using the "Pymt (Ret Phase)" transaction type.

[Load Transaction Inputs](#) [Clear All Transaction Inputs](#)

All amounts should be shown as *positive* numbers regardless of whether they are amounts coming in to the Fund (such as contributions) or amounts going out of the Fund (such as benefit payments).

The Input New Transactions Data table has space for up to 8 rows of transaction entries. When you have entered all the transactions (up to 8 rows at a time, blank rows are ignored), click on "Load Transaction Inputs". The data you have entered is now loaded and shown under *Fund Transactions*. An example is illustrated below.

2. Fund Transactions: ?

Transaction Date	Transaction Type	Member 1	Member 2	Member 3	Member 4	Reserve		
21/11/2018	Contribution(C)	2,000	0	0	0	0	Edit	Delete
22/11/2018	Contribution(NC)	0	5,000	1,500	0	0	Edit	Delete
04/12/2018	Roll Over In	0	0	0	2,000	0	Edit	Delete
10/01/2019	Pymt (Ret Phase)	2,000	1,500	0	0	0	Edit	Delete
10/02/2019	Pymt (Ret Phase)	2,000	1,500	0	0	0	Edit	Delete
30/06/2019	Pymt (Non-Ret)	0	0	0	4,000	0	Edit	Delete

Verus Tip: Click on the column headings in the table above to sort the loaded data.

[Delete All Loaded Transactions Data](#)

If you need to enter more data, you can use the Input New Transactions Data table again to enter more rows of transactions; remember to click on “Load Transaction Inputs” after you have filled in the data. If you need to change data that has already been loaded, you can click on “Edit” or “Delete” next to each row of loaded data. Input fields will appear, allowing you to change the data, as illustrated below.

2. Fund Transactions: ?

Transaction Date	Transaction Type	Member 1	Member 2	Member 3	Member 4	Reserve		
21/11/2018	Contribution(C)	2,000	0	0	0	0	Save	Cancel
22/11/2018	Contribution(NC)	0	5,000	1,500	0	0	Edit	Delete
04/12/2018	Roll Over In	0	0	0	2,000	0	Edit	Delete
10/01/2019	Pymt (Ret Phase)	2,000	1,500	0	0	0	Edit	Delete
10/02/2019	Pymt (Ret Phase)	2,000	1,500	0	0	0	Edit	Delete
30/06/2019	Pymt (Non-Ret)	0	0	0	4,000	0	Edit	Delete

Verus Tip: Click on the column headings in the table above to sort the loaded data.

[Delete All Loaded Transactions Data](#)

Verus Tip: If a member has had a number of similar sized transactions of a single type at regular intervals throughout the whole year and there were no periods of deemed segregation, you can simplify the data entry by just showing a single transaction equal to the total of the individual transactions, and entering the date of the transaction as 1 January in the relevant financial year. For example, this might often apply for a member for whom the Fund has made regular pension payments during the year, or is receiving regular contributions from their employer.

Note: For more information about entering transaction data click on the ? button, in the top right corner of this section on the Online Request Form.

Pension Commencements and Cessations. In this section, we need you to tell us about any new retirement phase pensions that started during the year and any retirement phase pensions that ceased or were commuted (including partial commutations). To enter pension commencement and cessation data, use the Input New Pensions Data table. An example of this is illustrated below.

Input New Pensions Data:

Date	Commence/Cease	Member 1	Member 2	Member 3	Member 4
03/09/2013	Commence	10000			
12/09/2013	Commence	5000			
16/09/2013	Cease		7500		
	< Select Type >				

[Load Pension Inputs](#) [Clear All Pension Inputs](#)

For each pension commencement or cessation, you should enter a date, the type (*Commence* or *Cease*) and the amount (the opening balance of the pension commencing or the commutation amount for a pension ceasing) under the relevant member.

The Input New Pensions Data table has space for up to 4 rows of entries at a time. When you have entered the pension commencements and cessations, click on “Load Pension Inputs”. The data you have entered is now shown under *Pension Commencements and Cessations*. An example is illustrated below.

3. Pension Commencements and Cessations:

Date	Commence/Cease	Member 1	Member 2	Member 3	Member 4		
03/09/2013	Commence	10,000	0	0	0	Edit	Delete
12/09/2013	Commence	5,000	0	0	0	Edit	Delete
16/09/2013	Cease	0	7,500	0	0	Edit	Delete

Verus Tip: Click on the column headings in the table above to sort the loaded data.

Delete All Loaded Pensions Data

If you need to enter more pension data, you can use the Input New Pensions Data table again to add more entries; remember to click on “Load Pension Inputs” after you have filled in the data. As with the transactions data, if you need to change data that has already been loaded, you can click on “Edit” or “Delete” next to each row of loaded data.

Deemed Segregation. For 2017/18 and subsequent tax years, in this section, we need you to tell us about any deemed segregation periods during the year. Deemed segregation periods occur at any point when the Fund is entirely in retirement phase. We need to know about these periods because the tax exempt percentage we calculate will apply only to the period(s) during the year when the Fund is *not* deemed to be segregated.

The *Start Date* is the **date on which** the Fund becomes entirely retirement phase, and the *End Date* is the **day before** the date on which the Fund ceases to be entirely in retirement phase.

Note: For some examples illustrating the start and end dates of deemed segregation periods, click on the (?) button, in the top right corner of this section on the Online Request Form.

The Input New Deemed Segregation Periods table has space for up to 2 entries at a time. Once you have entered the deemed segregation periods, click on “Load Segregation Periods”, to load the data into the Online Request Form.

Input New Deemed Segregation Periods:

Start Date	End Date
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Verus Tip: The start date is the date on which the Fund starts being entirely in retirement phase. The end date is the last complete day in the period during which the Fund is entirely in retirement phase. Multiple periods should not overlap. Click the (?) button on the top-right of this section for more information.

Load Segregation Periods Clear All Period Inputs

If there are multiple periods during which the Fund is entirely in retirement phase (and therefore deemed to be segregated), show them all. Multiple periods should not overlap.

Important Notes:

1. If the Fund is disregarded small fund assets, then the Fund cannot use the segregated method to calculate its ECPI for the tax year. If so, do not enter any deemed segregation periods into the Online Request Form.
2. If you are requesting an actuarial certificate for the 2016/17 or earlier tax years, you may be able to elect to either allow for periods of deemed segregation or to treat the Fund as being unsegregated for the whole of the tax year. Please contact us if you would like to know more about this.

Other Net Income and Closing Balance.

5. Other Net Income and Closing Balance:

Closing Balance: This should match the closing balance in the Fund's financial statements.
(as at 30 June)

Other Net Income: This is the net balancing amount (including income, expenses and other adjustments) implied by the transactions and balances provided. You should check that the calculated amount is reasonable.

[Calculate Other Net Income](#)

The *Closing Balance* should be the net assets at the end of the year, based on the Fund's draft financial statements.

The *Other Net Income* figure should be a balancing item, so that the Fund's opening balance plus or minus all the transactions during the year equals the closing balance. Other Net Income can be positive or negative. By clicking on "Calculate Other Net Income" our online form can automatically calculate an amount; however, as a check, you should also be able to reconcile this back to the Fund's financial statements.

Verus Tip: The actuarial percentage is normally prepared based on draft financial statements. Therefore, the Other Net Income and the Closing Balance figures can be prepared based on a nil or interim tax exempt percentage. This won't affect our tax exempt percentage calculation.

Financial Data Summary.

6. Financial Data Summary (Optional):

The reconciliation below can be used to summarise the transactions that have been entered. Note that this summary is not required for the request submission but may be helpful in ensuring all data has been entered correctly.

	Whole Fund	Member 1	Member 2	Member 3	Member 4	Reserve
Given Name		Jeffrey	Alfie	Cathal	Danielle	
Non-Retirement Bal.	1,052,363	42,500	42,490	42,500	924,873	0
Retirement Bal.	2,444,833	1,120,361	626,427	698,045	0	
Opening Balance	3,497,196	1,162,861	668,917	740,545	924,873	0
Contributions						
Concessional	50,000	25,000	0	25,000	0	0
Non-Concessional	230,000	0	230,000	0	0	0
Rollovers-In	0	0	0	0	0	0
Benefit Payments						
Pymts (Non-Ret)	0	0	0	0	0	0
Pymts (Ret Phase)	165,000	70,000	50,000	45,000	0	0
Rollovers-Out	2,235,051	558,750	234,153	558,750	883,398	0
Other Net Income	208,591					
Closing Balance	1,585,736					

Last Update: 18/10/2019 4:05:33 PM Australian Eastern Standard Time

[Update Summary](#)

The Online Request Form includes a table that summarises the data you have entered. The summary can help you check that you have included all the data correctly, by comparing the sub-totals and totals with the data in the Fund's administration and accounting records. It may also help to confirm that the closing balance figure in the Financial Data Summary table (which is calculated automatically from the other elements of the data provided) agrees with the figure you have entered in the Other Net Income and Closing Balance section. If not, you should check the data you have entered.

To update the Financial Data Summary table, click on the "Update Summary" button. You can click on this at any stage while you are entering data, or when you have entered all of the Fund's data.

When you have completed all the information in *Part C: Financial Data*, you are ready to start completing *Part D: Comments and Request Submission*.

3.6. Part D: Comments and Request Submission

In Part D of the Online Request Form, you can tell us about any unusual features of the Fund, or any special requests you would like us to note when we prepare the actuarial certificate. You can also obtain a draft calculation of the tax exempt percentage for the Fund.

Additional Comments. If there is anything unusual about the Fund that you think we should be aware of, please use the comments box to let us know. This could include (but is not limited to):

- If the Fund has elected to segregate for some or all of the year, please describe how the segregation has been implemented;
- If any member died during the year, please tell us which member, the date of death and describe how their benefits have been treated since they died;
- If there were more than four members in the fund at some point during the financial year, please provide the details;
- If any member with a TRIS met a condition of release during the financial year, please provide further details about the condition of release.

Draft Tax Exempt Percentages.

2. Draft Tax Exempt Percentages (Optional):

A draft estimate of the Tax Exempt Percentages (TEPs) and Taxable Percentages (TPs) for the Fund, including a breakdown between the Fund's members, can be calculated below.

	Whole Fund	Member 1	Member 2	Member 3	Member 4	Reserve
Given Name		Jane	Bob			
Draft TEP	88.56%	64.36%	24.20%			0.00%
Draft TP	11.44%	4.87%	6.57%			0.00%

Last Update: 30/06/2017 3:32:10 PM Australian Eastern Standard Time

[Update Draft TEP Results](#) [Save Draft TEP Results](#)

In line with Practice Guideline 199.01 of the Institute of Actuaries of Australia, we advise that this draft advice is provisional, subject to change, and does not constitute Actuarial Advice. No liability to any party will be accepted for relying on this draft advice.

Once all the Fund's data has been entered, you can click the "Update Draft TEP Results" button and obtain draft results for the tax exempt percentage.

Our Online Request Form also provides a breakdown of the tax exempt and taxable percentage between members. This is not required for the Fund's tax return, but may be useful in other ways, such as allocating tax between members.

Before the Online Request Form calculates the draft results, it validates the data you have provided. If omissions or inconsistencies are identified by the data validation, you may see warning messages appear. Read the messages and review and update the data entered where necessary, then re-validate the data. Once there are no further warning messages, the draft results will be calculated.

The draft tax exempt and taxable percentages are also able to be saved at this point by clicking on the “Save Draft TEP Results” button. This will automatically download an Excel file with the draft tax exempt percentages to the default download location on your computer.

Important Note: *The draft tax exempt percentage is based on the data in the Online Request Form. It is provided to assist you while you wait for the completed actuarial certificate. It remains subject to change when we have received the Online Request Form from you and we have reviewed the data you provided in greater depth. Also note that in some limited circumstances, the draft tax exempt percentage is not provided prior to receiving the completed actuarial certificate from Verus SMSF Actuaries.*

Request Submission.

3. Request Submission:

Once you have ensured all data inputs have been entered correctly, please submit the request for processing by using the button below.

Note that the user(s) of the email address(es) provided, and the entity associated with the business ABN indicated, will be granted full access to all information pertaining to this request, including the resulting actuarial certificate. Please ensure that the email address(es) and business ABN provided are appropriate for this purpose.

By submitting this request to Verus SMSF Actuaries, you confirm that the data provided is complete and correct to the best of your knowledge, and that the minimum pension payment standards have been met for any pension(s) in payment during the tax year.

Once all the data has been inputted, you can submit the request for an actuarial certificate to Verus SMSF Actuaries using the “Submit Request” button at the end of the form. Note that a “Submit Request” button is also located on the Verus Control Panel for your convenience.

In most instances the completed actuarial certificate will be emailed to you within a few seconds. If we need to resolve any questions about the data the certificate may take a little longer, but will usually be provided within 1 hour (and always within 1 business day) of receiving the completed data.

When you submit the request for an actuarial certificate, if we don’t email the actuarial certificate to you immediately we will email you an acknowledgement that we have received your data. The email includes a reference number which you should use in any correspondence with us about your actuarial certificate request.

Once your actuarial certificate request has been submitted, the *Request Submission – Successful* page will appear. This page also provides the reference number you should use for future correspondence with Verus about your actuarial certificate request, as well as information about payment options available.

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If you would like any further information about our Online Request Form or have questions on any other matter, don’t hesitate to contact us by telephone on 1800 978 328 or by email at enquiries@verusactuaries.com.au.