

## Fund Transactions

The data in this section of the Online Request Form tells us about the transactions on the Fund during the year.

To prepare the actuarial certificate, the transactions we need to know about are contributions into the Fund, benefit payments from the Fund (both payments from retirement phase accounts and payments from non-retirement phase accounts) and roll-overs in or out of the Fund.

The table below explains the types of transactions we need to know about in a little more detail:

Transaction Type	Explanation
Contribution (C)	Concessional contributions, including employer contributions, personal deductible contributions and salary sacrifice contributions. Show the amount including the 15% contributions tax.
Contribution (NC)	Non-concessional contributions. This also includes government co-contributions, downsizer contributions and low income superannuation tax offsets.
Roll Over In	Roll-overs in from another superannuation fund.
Roll Over Out	Roll-overs out to another superannuation fund.
Pymt (Non-Ret)	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 Transition to Retirement Income Stream (TRIS).
Pymt (Ret 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.

The details of other types of transactions such as asset sales or purchases, dividends, interest, tax payments, expenses, etc. are not required.

To enter the contribution, benefit payment and roll-over data, use the Input New Transactions Data table. For each transaction you should enter a date, the transaction type and the amount. You can enter as many transactions as you need, up to 8 rows at a time. When you have entered the transactions, click the green "Load Transaction Inputs" button. 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.

Here are a few tips for entering transaction data into the Online Request Form:

- For 2017/18 and subsequent tax years, Transition to Retirement Income Streams (TRIS's) are treated as being non-retirement phase, unless a relevant condition of release has been met. Therefore benefits paid from non-retirement phase TRIS's should be entered with a transaction type of *Pymt (Non-Ret)*. If a relevant condition of release has been met, a TRIS may be in retirement phase. Benefit payments from such a retirement phase TRIS should be entered as *Pymt (Ret Phase)* transactions.

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- For 2016/17 and earlier tax years, Transition to Retirement Income Streams (TRIS's) were always treated as being in retirement phase. Therefore benefits paid from TRIS's in 2016/17 and earlier tax years should be entered with a transaction type of *Pymt (Ret Phase)*.
  - To show a balance being transferred between a member and a reserve account or between two members, enter the transaction as a *Roll Over Out* from one member and a *Roll Over In* to the other member. The amounts and dates of the transactions entered should match.
  - 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).

If you have any questions about how to complete the Online Request Form, please email us or call us on 1800 978 328.

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