

SIGNIFICANT FINANCIAL HARDSHIP WITHDRAWAL REQUEST

Eligibility for a significant financial hardship withdrawal

The Trustee will authorise payment of a significant financial hardship withdrawal from the Teachers Retirement Savings Scheme (Scheme) if it is satisfied that you are suffering or are likely to suffer from significant financial hardship, and that reasonable alternative sources of funding have been explored and have been exhausted. The Trustee has absolute discretion as to whether you qualify for a significant financial hardship withdrawal.

For help completing this form, refer to the *Significant financial hardship guide* in *Documents & forms* on the Scheme website, trss.superfacts.co.nz.

Please select under which of the criteria below you are applying. If you satisfy more than one, please all that apply.

You are suffering or are likely to suffer significant financial difficulties because you are unable to meet:

- Minimum living expenses
- Mortgage repayments on your principal family residence, resulting in the mortgagee seeking to enforce the mortgage
- The cost of modifying a residence to meet special needs arising from your disability or a dependant's disability
- The cost of medical treatment for illness or injury to you or one of your dependants
- The cost of palliative care for you or one of your dependants
- The cost of a funeral for one of your dependants.

You must complete all steps and sections. If you do not do so, we will send the form back to you and it will not be submitted to the Trustee for approval.

Step 1. Complete your personal details

Mr Mrs Ms Miss Other (please specify)

Surname/family name Given names

Home/private address:

Number Street Name

Suburb City Postcode

Work phone

Home phone

Mobile

E-mail*

MoE number

Date of birth

School employed at

School number

* I acknowledge that by providing my email address, I am consenting to receiving information about the Scheme (including the annual report) electronically. Should I not wish to receive such information electronically, or should my email address change, I undertake to advise Mercer (N.Z.) Limited, the Scheme's administration manager.

Step 2. Indicate the amount you wish to withdraw

I wish to withdraw:

Amount \$

OR

All available funds

I have provided a bank-encoded deposit slip or a copy of a bank statement, for the account to which any withdrawal will be paid.

Please note that the Trustee has the discretion to limit the amount withdrawn to a specified amount that, in its opinion, is required to alleviate the particular hardship.

Step 3. Financial information required

Part 1. Income and Expenditure

Household Income

Details of all income (take-home salary etc). Please attach copies of payslips to verify salary.

	\$ FORTNIGHTLY
Member Income (Net of tax)*	\$
Partner/Spouse Income (Net of tax)*	\$
Additional Income (Net of tax)	\$
Rental Income	\$
Total Income (Net of tax)	\$

*If self-employed, you must provide copies of latest financial statements.

Household Expenditure

Details of all household expenditure. Copies of the last **two months'** bills (power/phone/gas etc) should be attached to verify amounts.

	\$ FORTNIGHTLY
Car Insurance	\$
Groceries	\$
Health Insurance	\$
House/Contents Insurance	\$
Life Insurance	\$
Petrol	\$
Phone	\$
Power/Gas/Utilities	\$
Council Rates	\$
Mortgage	\$
Rent	\$
Other	(please specify): \$
	(please specify): \$
	(please specify): \$
	(please specify): \$
	(please specify): \$
	(please specify): \$
Total Expenditure	\$

Step 3. Financial information required(continued)

Part 2. Assets and Liabilities

ASSETS (what you and your partner own) as at / / **\$ CURRENT VALUE**

Cash	Bank account	(name of bank):	\$
	Bank account	(name of bank):	\$
	Bank accounts		\$
	Other (e.g. SBS, PSIS etc)		\$
Personal property	Motor vehicle	(year & model):	\$
	Vehicle 2	(year & model):	\$
	Household contents		\$
	Other		\$
Property	Family home	(address):	\$
	Holiday home	(address):	\$
	Rental property	(address):	\$
Investments	Shares		\$
	Fixed interest		\$
	Financial interest in business		\$
	Managed funds (e.g. unit trusts)		\$
	Other		\$
Superannuation	TRSS		\$
	Other		\$
A. TOTAL ASSETS			\$

LIABILITIES (what you and your partner owe) as at / /

Credit card balance			\$
Credit card balance			\$
Store/Credit card balance			\$
Bank overdrafts			\$
Loans	Mortgage #1		\$
	Mortgage #2		\$
	Mortgage #3		\$
	Car		\$
	Personal		\$
	Hire purchase		\$
	Other		\$
Other	Mortgage arrears		\$
	Rent arrears		\$
B. TOTAL LIABILITIES			\$
Personal Net worth			
Total assets less total liabilities			(A - B)
			\$

For any outstanding loans, hire purchase and other debts, you must provide documents such as statements or letters showing the total outstanding amounts, any arrears, details of regular repayments and the term of the loan. Additional documents, such as outstanding bills or demands for payment, will also be required as supporting evidence if these have been mentioned in your application. Please attach copies of the last two months' bank and credit card statements.

Step 4. Member to complete the Statutory declaration in front of authorised person

Complete the statutory declaration

Please complete this section in front of a person authorised to take a statutory declaration (being one listed below).

People who can witness a statutory declaration in New Zealand are:

A person enrolled as a barrister and solicitor of the High Court, a Justice of the Peace, a notary public, the Registrar or a Deputy Registrar of the Supreme Court, the Court of Appeal, the High Court or a District Court, a member of Parliament, a person who is a fellow of the New Zealand Institute of Legal Executives and is acting in the employment of a practising barrister and solicitor of the High Court, an employee of the New Zealand Transport Agency or Public Trust authorised for that purpose by the Minister of Justice or an officer in the service of the Crown or a local authority authorised for that purpose by the Minister of Justice

I, _____ (Full name),

of _____ (Address),

_____ (Town, city or district of residence),


_____ (Occupation),

solemnly and sincerely declare that:

1. I am a member of the Scheme
2. I honestly believe that I am experiencing significant financial hardship for the following reasons:

3. My full, current and true financial position is set out in Step 3 of this form
4. I have no other means to alleviate my financial difficulties (e.g. no ability to borrow money or sell assets to meet current financial commitments)
5. I understand that the Trustee has absolute and sole discretion whether to pay me a financial hardship withdrawal
6. If the withdrawal is approved:
 - I will use it to alleviate my financial difficulties;
 - I understand that my remaining benefits under the Scheme will be reduced;


and I make this solemn declaration conscientiously believing the same to be true, and by virtue of the Oaths and Declarations Act 1957.

 Member's signature

Declared at _____ (Location),
 this _____ (day) of _____ (month) 20 _____ (year).

Before me:
 Name _____
 (A Justice of the Peace or other person authorised to take a statutory declaration)

Occupation: _____

 Signature

Step 5. Confirm identity and residential address

If you have not previously done so, you must provide confirmation of your identity and residential address. This information is required under the Anti-Money Laundering and Countering Financing of Terrorism Act. We cannot make any withdrawal payment until it has been received.

For details of what is required, including completing the *Confirmation of identity and residential address form (Form 11)*, refer to the *Confirmation of identity guide* in the *Documents & forms* section of the Scheme website, trss.superfacts.co.nz.

Tick one:

I have previously provided confirmation of my identity and residential address;

OR

Attached are the completed Confirmation of identity and residential address form and copies of the required documents, certified where necessary.

Step 6. Sign the form



Member's signature

Date

 / / 


BEFORE YOU RETURN THIS FORM

Have you attached, where required:

- Payslips and self-employed financial statements?
- Your latest two months' credit card and bank statements?
- Documents relating to expenditure, outstanding loans, hire purchase and other debts?
- A bank-encoded deposit slip?
- A completed *Confirmation of identity and address form* and supporting documents?

Step 7. Return instructions

Member to retain a copy of this form.

 **Member to send the original to the Teachers' scheme Administrator, Mercer (N.Z.) Limited, PO Box 1849, Wellington 6140.**