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# Applying for a Departing Australia super payment from a super fund or retirement savings account

Temporary residents who have departed Australia can use this form to access their superannuation benefits (NAT 7204).

**Last updated** 16 March 2020

## About this form



Information about this form.

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Use this form to complete your application.

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Temporary residents who have departed Australia can use this form to access their superannuation benefits.

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## About this form

Information about this form.

**Published** 16 March 2020

If you are a former temporary resident who accumulated superannuation (super) while working in Australia, you can claim your super from your super fund if you meet **all of the following** requirements:

- you entered Australia on a temporary visa listed under the *Migration Act 1958* (excluding subclasses 405 and 410)
- your visa is no longer in effect
- you have departed Australia
- you are not an Australian or New Zealand citizen, or a permanent resident of Australia.

The payment is called a departing Australia superannuation payment (DASP).

### Get the form:

- You can download this form in Portable Document Format (PDF) – [Application for a departing Australia superannuation payment \(NAT 7204, PDF 287KB\)](#) 

### See also

- Super information for temporary residents departing Australia

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## Completing this form

Use this form to complete your application.

**Last updated** 13 November 2024

If you satisfy the criteria above, you or your authorised representative can use this form to apply for your DASP from a super fund or retirement savings account provider.

If you wish to apply for a DASP from more than one super fund, you must complete a separate application for each super fund. If your super fund has an application form similar to this, you can complete their application form instead of this form if you prefer.

Generally, if you do not claim your DASP from your fund within six months of leaving Australia and your visa ceasing to be in effect, your fund may be required to transfer the money to the ATO. We will hold your super until you claim it from us.

**Note:** This form cannot be used to claim super held by the ATO. To claim ATO-held super:

- go to [DASP online application system](#)  or
- go to ATO-held super.

## Before you complete this form

Before you complete and send this form to your fund, check:

- if they are still holding your super or have transferred it elsewhere – and if so, where they have transferred it to
- if your fund has rules that may restrict access to your super as a DASP
- whether they require any other additional supporting documentation in support of your claim, other than what is specified in Section **D** of the form
- if they have any specific requirements regarding the certification of documents.

**Note:** If you are not sure where your super is, or you want to find out how to claim electronically, you can:

- go to [DASP online application system](#)  or
- go to Temporary residents and super

## Working holiday maker

You must provide your visa information on the form if you have not applied for the Certification of Immigration Status from the Department of Home Affairs and have held one of the visas below:

- a Working Holiday visa 417
- a Work and Holiday visa 462
- an associated bridging visa.

This will help your fund to accurately assess your application.

## How to request cancellation of your temporary visa

If you have departed Australia and want to apply for your DASP but your temporary resident visa is still current, you may be able to request an early cancellation of your visa.

Early visa cancellations are not available for all visa types and should be done using the [ImmiAccount](#)  service provided by Home Affairs.

Home Affairs does not charge a fee for cancelling a temporary resident visa, however there can be legal consequences associated with cancelling it.

For more information on visa cancellations, visit the [Home Affairs](#)  website.

## Claiming DASP from a fund on behalf of a temporary resident

If you have been authorised to apply for DASP on behalf of a temporary resident you must also complete Sections **G** and **H** of this form.

The super fund will require proof of your identity and proof of your authority to make the DASP application on behalf of the temporary resident member, in addition to supporting documentation for the member (as specified in Section **D** of the form). You should contact the fund to confirm what they require.

- If you have authority to claim on behalf of a temporary resident and you are also their registered tax practitioner you may be able to claim DASP electronically using the **DASP online intermediary application**.
- To gain access to use the DASP online intermediary application you need to have a current DASP Agreement with the ATO. You also need to have a Digital ID, such as myID, and be linked to a business in Relationship Authorisation Manager (RAM) to enter the system.
- For more information, or to apply for a DASP Agreement, go to **Agreement for departing Australia super payments**.

#### **See also**

- **Accessing online services with Digital ID and RAM**

## **Where do I send the completed form?**

Send the completed DASP application form and certified copies of your supporting documentation (as listed in Section **D** of the form) to your super fund. Keep a copy of your form and certified documents for your own records.

**Note: Do NOT send this form to the ATO or the Department of Home Affairs** – it must be lodged with your fund.

## **Processing your form**

Your super fund should process your DASP application within 28 days of receiving the completed application and all the documentary evidence they require in support of the claim.

Your application may take longer than 28 days, or your fund may not be able to process the claim, if you do not provide all the necessary information. If you have not had a response from your fund after 28 days of submitting your claim, you should contact the fund.

Within 14 days of issuing a DASP your fund must forward you a DASP Payment Summary. A final DASP withholding tax will be applied to your super balance by the fund before the payment is issued to you. Because of this you **MUST NOT** include details of the payment or the tax withheld from the payment in your income tax return.

#### **See also**

- DASP tax rates

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## How do I complete this form?

Information on how to complete this form.

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### Section A: Temporary resident's details

#### Question 1

##### Australian tax file number (TFN)

Provide your Australian TFN.

#### Question 2

##### Name

Provide your full name.

#### Question 3

##### Previous name

Provide details of all other names you were known by whilst in Australia. If there is insufficient space, write the details on a separate page and include it with this application.

If you have changed your name after you entered Australia on the temporary resident visa you travelled on, you need to provide certified evidence of your name change – for example, a marriage certificate, deed poll or change of name certificate from the Births, Deaths and Marriage Registration Office or equivalent in your country.

Refer to section **D** of these instructions for information about certifying copies of documents.

## **Question 4**

### **Date of birth**

Provide your date of birth.

## **Question 5**

### **Current postal address**

Provide your current postal address.

## **Question 6**

### **Phone and fax numbers**

Provide your daytime phone and fax numbers, including the country and area codes.

## **Question 7**

### **Email address**

Provide your email address.

## **Question 8**

### **Last address in Australia or address shown on your last super fund statement**

Provide your last Australian residential address or the address shown on your last super fund statement.

## **Section B: Superannuation fund details**

If you wish to claim super money from more than one super fund, you must complete a separate application for each super fund.

**Note:** Your application cannot be processed if this section is incomplete.

## **Question 9**

### **Superannuation fund name**

Provide the full name of your super fund (as it appears on the latest statement or correspondence issued by the fund).

## Question 10

### **Superannuation fund Australian business number (ABN) (if known)**

Provide your superannuation fund's Australian business number, if you know what it is.

You may find your superannuation fund's ABN:

- on correspondence the super fund has sent you
- on the super fund's website
- on [Super Fund Lookup](#)  website
- by contacting your super fund.

## Question 11

### **Member account number/s with this super fund**

Provide your member account numbers with this super fund.

## **Section C: Details of employer/s who contributed to the account/s**

Only provide details for the employer/s that contributed to the super fund account/s you have listed in Section **B**.

**Note:** If you had more than one employer that contributed to this super fund, provide details of each employer (covering questions 12 – 15) on a separate sheet of paper and attach it to this application. Make sure you include your name and member account number on each page.

## Question 12

### **Employer Australian business number (ABN) (if known)**

Provide the ABN of the Australian employer/s who made super contributions on your behalf.

**Note:**

- You can obtain your employer's ABN from your Payment Summary, copy of your Tax File Number Declaration or from a pay slip they issued.
- If more than one employer contributed to the accounts, write all of the details on a separate page and include it with this application.

### **Question 13**

#### **Employer business name**

Provide the full business name of your Australian employer/s.

### **Question 14**

#### **Employer business address**

Provide the business address of your Australian employer/s.

### **Question 15**

#### **Period of employment**

Provide the dates of your employment with your Australian employer/s.

## **Section D: Supporting documentation for temporary resident**

Your fund will require evidence in support of your DASP claim. This will include evidence of your immigration status and your identity.

### **Evidence of immigration status**

You need to apply to the Department of Home Affairs to issue Certification of Immigration Status to your fund if your withdrawal benefit is **A\$5,000 or more**.

If your withdrawal benefit is less than A\$5,000 you have the option of providing certified copies of the following documents instead of applying for the Certification of Immigration Status:

- your visa, or evidence that you were the holder of a temporary visa which is no longer in effect

- your passport containing the departure stamp you got when you left Australia (**Note:** from 1 December 2012 a stamp must be requested upon your departure, if required).

If you have changed your name since you first entered Australia you must provide certified copies of documents showing how you changed your name (for example, your marriage certificate) regardless of the amount claimed.

For more information about providing certified copies of documents, continue reading under the heading 'Certification of personal documents' below.

**Certification of Immigration Status** is an electronic certificate that the Department of Home Affairs will issue to your super fund/s at your request, to confirm your eligibility to apply for a DASP. You only need to lodge one request with the Department of Home Affairs and they will issue a Certification of Immigration Status to all the funds you have listed on the Form 1194. They will also send a copy to you.

The Department of Home Affairs charges a fee for issuing the Certification of Immigration Status.

For more information (including details of the fees payable) and to apply for Certification of Immigration Status, go to [Access your superannuation](#)  and complete the relevant section of form [Certification of Immigration Status \(Form 1194, PDF 290KB\)](#) .

**Do not** send Form 1194 to your super fund, or to the ATO.

## Working Holiday Maker

If you have applied for a Certification of Immigration Status from the Department of Home Affairs, you do not need to provide visa information at Section **D** as they will provide this information to your super fund in the certificate.

If you have not applied for a Certification of Immigration Status and held either of the following two visas below, you need to provide visa information so your fund can accurately assess your application:

- Working holiday visa (subclass 417)
- Work and holiday visa (subclass 462).

You will need to list all visa with working rights issued to you including bridging visas.

The details required for each visa are:

- Visa subclass, for example, 417
- Visa type, for example, Working holiday maker
- Date the visa is effective from
- Date the visa is effective to.

**Note:** If you have held more than six visas while working in Australia, write the details on a separate page and include it with this application.

### **Additional documentation**

Mark the boxes with an 'X' if you are required to provide the following additional documentation:

- Certified copies of documents to verify a name change from that listed on your passport/visa.
- Additional information requested by your super fund.

### **Evidence of your identity**

Your fund also requires proof of your identity. Contact your fund to confirm what they require.

### **Certification of personal documents**

You must have all copies of your original documents certified by an authorised person. If the original document is not written in English, there are extra requirements detailed below.

The authorised person certifying your documents must sight the originals and certify on the copies that each page is a true copy by writing or stamping 'certified true copy', followed by:

- their signature
- their printed name
- their qualification (for example, 'Justice of the Peace')
- the date.

In Australia, you can have copies of your documents certified by a:

- barrister
- Commissioner for Declarations (Tasmania and Queensland only)
- Commissioner for Oaths (Northern Territory)
- doctor
- judge
- Justice of the Peace
- minister of religion who is authorised to celebrate marriages
- police officer
- bank, building society or credit union officer with at least five years of service
- sheriff's officer
- solicitor.

In Australia, if the original document is not written in English, you must have an approved translation service (for example, the Department of Home Affairs, an appropriate embassy or professional translation service) provide you with an official true and correct written translation of the document.

You must then provide certified copies of both the original document and the written translation to the fund.

If you are outside Australia, you can have copies of your documents certified by consular staff at an Australian:

- Embassy
- High Commission
- Consulate.

If you are unable to reach an Australian Embassy, High Commission or Consulate, you can have your documents certified by a:

- notary public
- Justice of the Peace
- judge of the court
- registrar or deputy registrar of a court.

In the case where you are outside Australia and none of the above is available to certify a document, you should check with your fund to see if they will consider other forms of certification

If you are outside Australia and your original document is not written in English, you must have an approved translation service provide you with an official true and correct written translation of the document. You must then provide your fund with certified copies of both the original document and the written translation. You can get the name of an approved translation service from your nearest Australian:

- Embassy
- High Commission
- Consulate.

## **Section E: Payment options**

Payment will be made by cheque to your current postal address provided at Question 5 on the claim form.

Alternatively, you can request the fund makes payment to your Australian bank account by electronic funds transfer (EFT), or to your financial institution overseas by international money transfer (IMT).

Not all super funds make electronic transfers, so you should check with your fund to confirm the payment methods they offer before you make such a request.

### **Electronic funds transfer (EFT) to your Australian bank account**

If you want to request payment to your Australian bank account, provide the following:

- Bank state branch (BSB) number: This six-digit number identifies your financial institution (do not include spaces or hyphens).
- Account number: This number should not have more than nine characters, and should not include spaces.
- Account name: Your account name should be shown on your bank account records. It should include spaces between each word and between initials. If your account name exceeds 32 characters, provide the first 32 characters only.

## **International money transfer (IMT) to your financial institution overseas**

If you want to request payment to your financial institution overseas by international money transfer, provide the following:

- bank code
- full name and address of the financial institution that you want to transfer to
- account name
- your address, exactly as it is registered with this account
- account number or International Bank Account Number (IBAN)
- currency you require payment to be made in.

**Note:** Check with your fund and overseas financial institutions before requesting an IMT to confirm they make payment by this method, if they require any additional information, and whether there are fees and charges (including currency conversion fees) payable for this type of transfer.

## **Section F: Declaration by temporary resident**

This section must be completed and signed by the temporary resident who is claiming their super.

Read the declaration at Section **F**. If it is correct, print your full name, then sign and date the declaration.

If you have been authorised to claim on behalf of the temporary resident you must complete Section **G** of the form and sign the declaration at Section **H**.

## **Section G: Authorised representative details**

Complete this section **ONLY** if you have been authorised to claim DASP on behalf of the temporary resident named in Section **A** of this form.

You must provide the fund with supporting documentation for the temporary resident you are claiming on behalf of (as explained in

Section **D** of the Instructions) and also proof of your identity and evidence of your authority to make the claim on their behalf.

Contact the super fund to confirm what evidence they require.

## **Section H: Declaration by an authorised representative**

This section is to be completed if you are the authorised representative of the temporary resident named in Section **A** of this form.

Check that you have provided all your details as requested in Section **G** of the form, and then read the declaration at Section **H**. If it is correct, print your full name, then sign and date the declaration.

Temporary residents claiming on their own behalf must not complete Section **G** and **H** of the form.

## **Where do I send the completed application?**

Send this form and all certified supporting documentation (as outlined in Section **D**) to your super fund. Do not send this form to the ATO, or to the Department of Home Affairs.

Keep a copy of your application and certified documents for your own records.

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## **More information**

Temporary residents who have departed Australia can use this form to access their superannuation benefits.

**Last updated** 16 March 2020

For more information about DASP:

- visit [ato.gov.au/departaustralia](https://ato.gov.au/departaustralia)

- contact us by phone
  - on **13 10 20** between 8.00 am and 6.00 pm Monday to Friday if you are in Australia
  - on **+61 2 6216 1111** between 8.00am and 5.00pm Monday to Friday (Australian Eastern Standard Time or Eastern Daylight-saving Time) and ask to speak to Superannuation enquiries if you are outside Australia
  - if you don't speak English well and need help from the ATO, phone the Translating and Interpreting Service on **13 14 50**
  - if you are deaf, or have a hearing or speech impairment, contact us through the National Relay Service (NRS) on the numbers listed below:
    - TTY users, phone **13 36 77**, and ask for ATO number you need
    - Speak and listen (Speech-to-speech relay) users, phone **1300 555 727** and ask for the ATO number you need
- email us at [DASPmail@ato.gov.au](mailto:DASPmail@ato.gov.au)
  - If you email us, you should provide your:
    - full name
    - date of birth
    - email address and telephone number
    - passport country
    - passport number
    - tax file number (TFN) – this is optional; however supplying it assists in locating your account and processing your request
    - last Australian address
    - super fund name (if known)

**Note:** Email is an unsecure channel and may take up to 28 days for you to receive a response.

- write to us at:

**Australian Taxation Office**  
**PO Box 3100**

**Penrith NSW 2740**

**Australia**

- Visit [Department of Home Affairs](#)  – for more information about visa cancellation and Certification of Immigration Status.

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## **Our commitment to you**

We are committed to providing you with accurate, consistent and clear information to help you understand your rights and entitlements and meet your obligations.

If you follow our information and it turns out to be incorrect, or it is misleading and you make a mistake as a result, we will take that into account when determining what action, if any, we should take.

Some of the information on this website applies to a specific financial year. This is clearly marked. Make sure you have the information for the right year before making decisions based on that information.

If you feel that our information does not fully cover your circumstances, or you are unsure how it applies to you, contact us or seek professional advice.

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