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SMSF Pension Commutation

To create a SMSF Pension Commutation document package, you need to provide the information listed to the left. Print this checklist out for convenience and gather the information before you start online.

Fund information

- ☐ The name of the SMSF from which the pension is paid.
- ☐ Trustee meeting details at which the trustee resolves that the member's pension is commuted:
  - attendees of the meeting.
  - person who will chair the meeting.
  - the venue, date and time that the meeting will be held.

Notes

Trustee details

- ☐ Whether the trustee is a company.
  - if yes, then provide:
    - trustee name, address and ACN.
    - the person executing the Pension Commutation documents by having it signed.
  - if the trustee is not a company then provide:
    - the number and name of the trustees.
    - address of each trustee.

Notes

Member details

- ☐ The following details of the member whose pension is being commuted:
  - name.
  - address.

Notes

Pension details

- ☐ The type of pension the member wants to be paid.
- ☐ Whether the pension is paid in advance or in arrears.
- ☐ The frequency of the pension payments.
- ☐ The 'commencement day' for the pension.
- ☐ The balance of the member's pension payment account.

Notes

Commutation details

- ☐ The commutation authority – member or ATO initiated.
- ☐ The nature of the commutation – roll-over to accumulation account or to cash.
- ☐ The date of the commutation.
- ☐ The amount of the commutation.
- ☐ The balance of the member's pension and accumulation accounts after the commutation.

Notes

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