

# Countdown to 30 June

Get set for the end of financial year.  
Our guide to processing cut-off times.



DOMINION

We want you to feel confident that your business is ready for the new financial year.

This guide provides you with detailed information about:

- cut-off dates for all EOFY tasks
- Deposits and contributions
  - direct debit
  - direct deposits
  - BPAY®
  - rollover
  - withdrawal
  - transfers
  - SuperStream

**Please note:** The last day of processing requests for the 2016/17 financial year is **Friday 30 June 2017**, so please complete all tasks for your clients before then or your request will fall into the next financial year.

## Cut-off dates tips

- ✓ **Always meet the key cut-off dates**  
These are provided to ensure enough time is available for our team to process your clients' requests.
- ✓ **Keep an eye on the calendar**  
Download our handy EOFY calendar from the [30 June toolkit website](#) as a quick reference guide for all upcoming deadlines.
- ✓ **Submit account paperwork as early as possible**  
If you are able to submit paperwork before the provided cut-off dates, there will be a greater chance that we can work with you to resolve any unexpected issues before the final cut-off dates.
- ✓ **Check all paperwork before sending to us**  
Ensure that all forms and documents are fully completed and signed by the correct signatories to reduce the risk of any delays in processing.
- ✓ **Contact us if in doubt**  
A large percentage of follow-ups are caused by incomplete forms. If you are unsure of the requirements for a document, please call us on **1800 892 380**.

## Other Cut-off times (AEST) and dates for Friday 30 June 2017 processing

EOFY Task	Cut-off time (AEST)	Cut-off dates	Additional Information
Transfers out for managed investments	5pm	1 June	Dependent on timely completion by external fund manager. Transfers out only applicable to Dominion Investment Service.
Direct debit request - submit instructions <ul style="list-style-type: none"> <li>• Dominion Superannuation and Rollover Division</li> <li>• Dominion Investment Service</li> </ul>	5pm 5pm	2 June 23 June	Regular direct debit requests are run once a month on or around 8th day of each month.
Transfers in for managed investments	5pm	2 June	Dependent on timely completion by external fund manager.
Online requests to change monthly pension run	12pm	23 June	Final pension payment for the 2016/17 FY.
Transfers in and out for equities: <ul style="list-style-type: none"> <li>• Issuer sponsored</li> <li>• Broker sponsored</li> </ul>	5pm 5pm	9 June 16 June	Transfers out only applicable to Dominion Investment Service.
Superannuation closures and full product switches (eg switch from super to pension). This includes the transfer of pension assets to super for the purpose of complying with the \$1.6m transfer balance cap and the taxation of transition to retirement pensions	5pm	9 June	Excludes non-daily pricing or suspended funds. <b>All documents must be fully completed.</b> Delivery depends on the turnaround times of external fund managers.
Pension update requests	5pm	15 June	If this includes asset transfers, these will need to be completed by this date.
Fee changes	5pm	23 June	
Adviser changes	5pm	23 June	
Internal asset transfers	5pm	23 June	Always check investment/super menu.
BPAY® contribution - submit instructions	5pm	23 June	Dependent on the cut-off times of the transferring bank, transfers processed after Friday 23 June 2017 may not be received until the next financial year. Please refer to the BPAY® biller codes and reference numbers in the <i>Deposits and contributions</i> section of this guide.
Cash contributions from Dominion Investment Service	5pm	23 June	
Direct deposit contribution (EFT) - submit instructions <ul style="list-style-type: none"> <li>• Dominion Superannuation and Rollover Division</li> </ul>	5pm	27 June	Dependent on the cut-off times of the transferring bank, processed after Friday 23 June 2017 may not be received until the next financial year. Note: real-time gross settlement payments are not accepted into Super accounts through direct deposit.
Withdrawals from cash account for Dominion Superannuation and Rollover Division	11am	29 June	Please ensure that there is sufficient cash available to process the withdrawal and satisfy the minimum cash requirement.
Withdrawals from Dominion Investment Service	5pm (Online) 2pm (Manual)	29 June	
Deduction notices for personal contributions	11am	30 June	For personal contributions made in the 2015/16 FY.
New applications	12pm	30 June	Please ensure that all required documentation for new applications is provided by 12pm Friday 30 June 2017. If required steps or documentation is missing, the application request may only be processed in the new financial year
Additional deposits into: <ul style="list-style-type: none"> <li>• Dominion Superannuation and Rollover Division</li> </ul>	3pm	30 June	
Additional deposits into Dominion Investment Service	4pm	30 June	

## Deposits and contributions

There are a number of ways your clients may want to add funds to their Dominion accounts in the lead up to **Friday 30 June 2017**. Please see below for a summary of deposit and contribution types and instructions on how to complete each type.

- ✓ **Transferring funds between banks – to and from (excluding BPAY®)**  
 Bank-to-bank transfers normally reach clients' accounts the following working day. Bank transfers (excluding BPAY®) to building societies and credit unions may take up to 48 hours. Clearance time on cheque deposits is three working days.

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- ✓ **Knowing the contribution caps**  
 It is important to be mindful of contribution limits when making contributions, as clients may incur significant tax penalties if they exceed the limits. For further information, please refer to the [Australian Taxation Office website](#).

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- ✓ **Undertaking a re-contribution strategy**  
 Allow enough time for withdrawal processing and cheque clearance (if required) to meet the lodgement deadline. Remember that withdrawals must leave the super fund and be received by clients at least one day (or more if a cheque has been requested) before the subsequent contribution can be returned to us and processed.

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- ✓ **Claiming deductions for contributions**  
 For personal contributions made in the 2015/16 financial year, the deadline for submitting deduction notices (for clients who haven't yet lodged their 2015/16 tax returns) is **11am Friday 30 June 2017**. Valid deduction notices received after this cut-off time may only be processed and acknowledged in the new financial year.

## Deposits and contributions requirements

Transaction type	What is required?	Sending funds to clients' accounts
Direct debit	<p><i>Direct debit request form</i></p> <p>A copy of a bank statement that is less than six months old is required when debiting a non-Dominion account</p>	<p>The direct debit request from authorises us to automatically debit funds on a specific day of the month from an account in the same name with another financial institution and credit the contributions to your clients' account.</p> <p><b>Dominion Superannuation and Rollover Division:</b> As these funds are debited from external bank accounts on the 8th of the month, please ensure that we receive instructions by Friday 2 June 2017 in order to be received into your clients' accounts before the end of the financial year.</p>
Direct deposits	<p><b>Dominion Investment Service:</b> no paperwork is required.</p> <p><b>Dominion Superannuation and Rollover Division:</b></p> <p><i>Direct deposit facility request form</i> (Only one type of contribution can be elected for direct deposits)</p>	<p>Clients can electronically transfer funds using their financial institution's telephone or internet banking services to their Wrap Cash Account by using their BSB and account number.</p> <p>Clients can electronically transfer fund using their financial institution's telephone or internet banking to their Dominion cash account, using BSB 182799 and their account number.</p> <p>Direct deposits take up to two days to be deposited into your clients' accounts. Please allow for this.</p>

Transaction type	What is required?	How to send funds to clients' accounts				
BPAY® (Preferred method)	No paperwork required	To process BPAY® contributions before Friday 30 June 2017, we must receive them no later than <b>5pm Tuesday 27 June 2017</b> . Any payments received after this time may only be processed in the new financial year.  Some financial institutions can take more than two business days to process BPAY® transactions. Please consider this when making last minute deposits or contributions.  All BPAY® personal contributions will be processed as non-concessional contributions. If your client wishes to claim a tax deduction for these contributions, they need to complete a deduction notice for personal contributions, available from the website.  Please refer below for the details of our product BPAY® biller codes. Your clients' Customer Reference Numbers (CRN) can be found on their statements, by running the account details report or are available from us by calling 1800 892 380.				
		<table border="1"> <thead> <tr> <th>Accounts</th> <th>BPAY</th> </tr> </thead> <tbody> <tr> <td>Wrap Cash Account (for Dominion Investment Service)</td> <td>667022</td> </tr> </tbody> </table>	Accounts	BPAY	Wrap Cash Account (for Dominion Investment Service)	667022
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		Wrap Cash Account (for Dominion Investment Service)	667022			
		<b>Dominion Superannuation and Rollover Division</b>				
Personal Contribution	253658					
Spouse Contribution	253690					
Withdrawal	Withdrawal form or letter specifying withdrawal details	Please email to: dominion@wrapinvest.com.au Please fax to: 1800 097 234 Please post to: GPO Box 3154, Sydney NSW 2001				
Transfers	Refer to the <a href="#">Asset Transfers Guide</a> , accessible via the <a href="#">June 30 toolkit website</a> (ASTF, Transfer letter, cost base history)	Please post to: GPO Box 3154, Sydney NSW 2001				
Rollovers out of Dominion	<i>Dominion Super and Pension withdrawal rollover form</i>	Please email to: dominion@wrapinvest.com.au Please fax to: 1800 097 234 Please post to: GPO Box 3154, Sydney NSW 2001				
Rollover (non-SuperStream)	<ul style="list-style-type: none"> <li>Cheque</li> <li>Rollover benefits statement</li> </ul>	Please post to: GPO Box 3154, Sydney NSW 2001				
SuperStream Rollovers into Dominion	<i>Rollover authority form</i>  (Where Dominion initiates)	APRA-regulated superannuation funds are required to send rollovers via SuperStream. The transferring fund will require the client's account details (account number and product) and the following fund details to send rollover information and payments via SuperStream: <ul style="list-style-type: none"> <li>Unique Superannuation Identifier (USI) and superannuation product name</li> <li>Australian Business Number (ABN)</li> <li>Electronic Service Address.</li> </ul> The USI and ABN for our funds are provided below and the electronic service address is obtained by the transferring fund through the Australian Taxation Office's fund validation service.				
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Transaction type	What is required?	How to send funds to clients' accounts
SuperStream Contributions	No paperwork required	<p>A client's employer may be required to send contributions through SuperStream. The employer or their service providers will require the client's account details (account number and product) and the following fund information to send contribution information and payments via SuperStream:</p> <ul style="list-style-type: none"> <li>• Unique Superannuation Identifier (USI) and superannuation product name</li> <li>• Australian Business Number (ABN)</li> <li>• Electronic Service Address.</li> </ul> <p>The USI and ABN for our funds are provided below and the electronic service address is obtained by the employer or their service provider through the Australian Taxation Office's fund validation service.</p> <p><b>Dominion Superannuation</b>                      ABN 81 154 851 339 USI:0AM0001AU</p>

To contact, call **1800 892 380**, visit [oasis.wrapinvest.com.au/dominion](http://oasis.wrapinvest.com.au/dominion), email [dominion@wrapinvest.com.au](mailto:dominion@wrapinvest.com.au) or send mail to **GPO Box 3154, Sydney NSW 2001**

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