

ELIGIBLE TERMINATION PAYMENTS

INSTRUCTIONS AND WORKSHEETS

1998-99



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How self-assessment affects most individuals

Self-assessment means the Australian Taxation Office (ATO) uses the information you give in your tax return to work out your refund or tax bill. You are required by law to make sure you have shown all your assessable income and claimed only the deductions and rebates to which you are entitled.

What are your responsibilities?

Even if someone else — including a tax agent — helps you to prepare your tax return, you are still legally responsible for the accuracy of the information.

What if you lodge an incorrect tax return?

Our computers continually check for missing or wrong information. We have audit programs designed to detect where taxpayers have not declared all their assessable income or where they have incorrectly claimed deductions or rebates. If you become aware that your tax return is incorrect, you must contact us straightaway.

Initiatives to complement self-assessment

There are a number of initiatives administered by the ATO which complement self-assessment. Examples include:

- a change in penalty provisions so that, if you exercise reasonable care with your tax affairs, you will not receive a penalty for honest mistakes — but please note that interest on omitted income or overclaimed deductions and rebates could still be payable
- the process for applying for a private ruling
- your entitlement to interest on early payment — or overpayment — of a tax debt
- the process for applying for an amendment if you find you left something out of your tax return.

Do you need to ask for a private ruling?

If you have a complex enquiry about your tax affairs, you may want to ask for a private ruling. To do this, use the form *Request for private ruling*. To get this form, ring the publications number on the inside back cover of *TaxPack* or visit the ATO. A private ruling will relate just to your particular situation. If you lodge your tax return before you receive your private ruling, be aware that the ruling may alter the accuracy of your tax return.

You can ask for a review of a private ruling decision if you disagree with it even if you have not received your assessment. The ATO office that made the ruling can give you more information about objection procedures.

Feedback

Reader feedback helps us to improve the information we provide. If you have you any comments to make about this booklet, please write to:

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Eligible termination payments

Instructions and worksheets

1998-99

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Canberra ACT

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About this publication

This publication is available free from the Australian Taxation Office (ATO). The ATO prohibits any party from selling it. We regularly revise our publications to take account of changes to the law.

If you have an enquiry relating to your circumstances which this publication does not cover, ring the general enquiries helpline **13 2861** or get help from a tax adviser.

As part of our commitment to produce accurate publications, taxpayers will not be subject to penalties if they based a tax claim on wrong information supplied by the ATO.

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Introduction

What is the ETP worksheet for?

The eligible termination payment (ETP) worksheets at the end of the instructions help you to work out the taxable amount of any ETP that was paid to you in 1998–99. See question 4 in *TaxPack 99* for a description of payments that are ETPs.

Who should *not* use the ETP worksheet?

Trustees are not to use the worksheets in this booklet. If you received an ETP as the trustee of a deceased estate, use *The 1999 eligible termination payment instructions and worksheet for trust estates*, available from the Australian Taxation Office (ATO).

If an ETP was made to a trustee of a deceased estate, the trustee must pay any tax due. If any of the ETP is then distributed to a beneficiary of the estate, it is tax free to the beneficiary.

If you got one or more ETPs and none of the following applies to any of them, you do not need to fill in an ETP worksheet. Follow the instructions in question 4 in *TaxPack 99* to work out the taxable amount of each ETP and to fill in your tax return.

Who should use the ETP worksheet?

You will need to use the *Eligible termination payments: instructions and worksheet* if you got an ETP and:

- you received any ETP paid to you by an employer which you did not roll over—see *TaxPack 99* for a description of employer ETPs
- you received any payment that is a death benefit ETP—see page 2 of these instructions for a description of death benefit ETPs.

Can the components of your ETP be changed?

It may be in your interests to ask the ATO to change the components of your ETP if:

- you were in a superannuation fund but received only what you contributed with no interest added
- you were receiving a pension or annuity before 1 July 1983 and changed it into a lump sum
- you were in a self-employed superannuation fund or one not supported by your employer and you made contributions before 19 August 1980

- the pre-July 1983 component shown on your *Statement of Termination Payment (STP)* and *ETP group certificate* is less than the amount that you would have received if you had left your job or withdrawn from your superannuation fund at 30 June 1983.

Your superannuation fund can tell you if you meet these conditions. If you think you are entitled to have the components of your ETP changed, contact the ATO for assistance.

Changes to documents for payments made on or after 1 July 1998

- from 1 July 1998 STPs have been replaced with ETP group certificates
- Roll-over payment notifications (ROPNs) have been replaced with ETP roll-over statements.

What documents do you need?

To fill in the ETP worksheet and your tax return you will need:

- any *ETP group certificate* showing the amount of the ETP that you took in cash and any tax taken out in section 3 of the *ETP group certificate*. You would not usually get a group certificate if you rolled over all of your ETP
- any ROPN if you rolled over any of your ETP
- any *ETP roll-over statement*
- your reasonable benefit limit (RBL) determination, issued by the ATO if you have an excessive component
- any STP that you got with your ETP.

Different types of ETP group certificates and ETP roll-over statements are used in different circumstances. For example:

- The *ETP group certificate* you get with a payment from your employer looks a little different from the *ETP group certificate* you would get with a payment from your superannuation fund.
- The *ETP roll-over statement* used when you roll over an ETP from your employer looks a little different from the *ETP roll-over statement* you would use when you roll over an ETP from your superannuation fund.

Direct roll-overs of ETPs

You may not get an *ETP group certificate* where you directly transfer—roll over—all your ETP to another similar fund from:

- a superannuation fund
- an approved deposit fund
- a registered organisation
- a life assurance company
- a retirement savings account.

If you are unsure about direct roll-overs of ETPs, contact your fund.

How do you fill in your ETP worksheet?

Up to 3 ETPs can be shown on each ETP worksheet.

These instructions tell you how to:

- fill in the top and sections 1, 2 and 3 of the worksheet
- finish the ETP worksheet and
- fill in your tax return.

Use a separate worksheet for death benefit ETPs. Do not show them on the same worksheet as other types of ETPs. The instructions in *Death benefit ETPs* on page 8 will help you fill in section 3 of your worksheet for a death benefit ETP.

What do you do with your ETP worksheet?

Attach to your tax return all your completed ETP worksheets and your original STPs, ROPNs and ETP group certificates.

If you received an RBL determination showing an excessive component, attach the original to your tax return.

Filling in the first part of your ETP worksheet

Filling in the top of your ETP worksheet

Print your name and tax file number in the boxes provided.

Do not sign the declaration on the left-hand side until you have completed all relevant sections of the worksheet.

If you have rolled over part of any ETP, sign the election on the right-hand side.

Filling in section 1—Payment type

Answer the 2 questions in section 1 of the ETP worksheet by putting **Y** or **N** in the appropriate boxes. We will not be able to work out the tax on your payments if you do not answer these questions.

Death benefit ETPs

If you received an ETP after the death of another person—for example, a payment from a deceased person's superannuation fund—the payment is called a death benefit ETP.

A lump sum will be treated as a death benefit ETP if you received a superannuation pension or roll-over annuity payable to you on the death of another person and you converted all or part of the pension or annuity entitlement to a lump sum within:

- 6 months of the death of the deceased or
- 3 months after probate of the estate's will or letters of administration.

Filling in section 2—Payment details

For each ETP:

- print the name of the payer
- write the date the payment was made
- if tax instalments were deducted from the ETP and have not been refunded—and you have not shown them at question 1 or question 3 on your tax return—write the amount deducted in the box provided.

Employer ETPs

See question 4 in *TaxPack 99* for a description of employer ETPs.

For the ATO to work out if you have to pay the surcharge on termination payments paid by an employer, you will need to complete the following details on the worksheet for each ETP.

Type of ETP—insert the letter for one of the following categories:

- an employer payment but not a death benefit payment from an employer **A**
- a death benefit **B**
- a payment—with no untaxed element—from a superannuation fund **C**
- a payment—with an untaxed element—from a superannuation fund **D**

Eligible service period before 1 July 1983 and after 30 June 1983

This is shown on your *ETP group certificate* or in part A of the *Statement of termination payment (employer)*.

What do you do next?

If you need to show death benefit ETPs on your worksheet, you will have answered **Y** to the first question in section 1 of the worksheet. In this case, go to *Death benefit ETPs* on page 8 of these instructions to find out how to fill in columns 1 to 3 of section 3.

If you do not need to show death benefit ETPs on your worksheet, you will have answered **N** to the first question in section 1 of the worksheet. In this case, go to *Payments other than death benefit ETPs* below to find out how to fill in columns 1 to 3 of section 3.

Payments other than death benefit ETPs

For ETPs that are not death benefit ETPs, follow the instructions for each of your ETPs. For your first ETP use the boxes in the column shown as ETP1; for subsequent ETPs use columns ETP2 and ETP3. If you have more than 3 ETPs you will need to use a second worksheet.

You received an RBL determination showing an excessive component

STEP 1

Copy the adjusted components from your determination to ETP column 1, 2 or 3 in section 3 of the ETP worksheet.

STEP 2

If you do not have any more ETPs, go to *Finishing your ETP worksheet* on pages 9 and 10 of these instructions.

Note: If you received an RBL determination that does not show any excessive component, ignore it for the purposes of filling in your tax return.

Concessional components of ETPs

Some ETPs relating to redundancy, early retirement or invalidity which occurred before 1 July 1994 contained a concessional component. However, from 1 July 1994 there are changes to the way these payments are taxed.

You will now get an ETP with a concessional component only if you rolled over an ETP paid before 1 July 1994 which contained a concessional component and you withdraw any of it. The concessional component will still be there when you withdraw your money from the roll-over fund.

What do you do next?

If you received only ETP group certificates with your ETPs, go to Part B on page 6. Otherwise, read on.

▶ PART A

You received with your ETP an STP with the words 'Current from 1 July 1994' in the top right-hand corner and you have not received an RBL determination for the payment showing an excessive component

STEP 1

If you rolled over all of the ETP and the amounts rolled over are not shown in part D of your STP, go to step 4.

If you rolled over part of the ETP and the amounts rolled over are not shown in part D of your STP, go to step 5. Otherwise, read on.

STEP 2

If you have not rolled over any of the ETP or you rolled over all or part of the ETP and the amounts rolled over are shown in part D of your STP, copy the components of the ETP from part E of the STP—or part B if you have a non-qualifying component—to ETP column 1, 2 or 3 in section 3 of the worksheet.

STEP 3

If you have no more ETPs, go to *Finishing your ETP worksheet* on pages 9 and 10 of these instructions.

If you have more ETPs, go back to the beginning of *Payments other than death benefit ETPs* to fill in section 3 of your worksheet for your next ETP.

STEP 4

If you did not roll over all of your ETP, go to step 5.

If you rolled over all of your ETP, write 'nil' in all the boxes for ETP column 1, 2 or 3 in section 3 of the worksheet.

If you have no more ETPs, go to *Finishing your ETP worksheet* on pages 9 and 10 of these instructions.

STEP 5

Copy the following ETP components—if shown—from your STP to column 1 of table 4 on page 5:

- non-qualifying component to (1)
- undeducted contributions to (2)
- post-June 1994 invalidity component to (3)
- concessional component to (5)
- pre-July 1983 component to (6)
- post-June 1983 component untaxed element to (7)
- post-June 1983 component taxed element to (8).

If you have an STP, the components will be shown at part E of the STP—or part B for any non-qualifying component.

STEP 6

Add up the amounts in column 1 and write the total at (9), table 4.

STEP 7

If your ROPN is a *Roll-over payment notification (no untaxed element)*, go to page 11 and read *Extra information for those using step 8 on page 4* to complete step 8 correctly.

Otherwise, read on.

STEP 8

Copy the following components from your ROPN to column 2 of table 4. If you rolled over part of your ETP to 2 or more funds, add up the amounts for each component from all your ROPNs and copy the total for each component to column 2:

- total undeducted contributions rolled over to (11)
- total post-June 1994 invalidity component rolled over to (12)
- total concessional component rolled over to (14)
- total pre-July 1983 component rolled over to (15)
- total post-June 1983 component untaxed element rolled-over to (16)
- total post-June 1983 component taxed element rolled over to (17).

STEP 9

Add up the amounts in column 2 and write the total at (18).

STEP 10

Do the following calculations in column 3 of table 4:

- copy the amount at (1), if any, to (19)
- take the amount at (11) away from the amount at (2) and write the answer at (20)
- take the amount at (12) away from the amount at (3) and write the answer at (21)
- take the amount at (14) away from the amount at (5) and write the answer at (23)
- take the amount at (16) away from the amount at (7) and write the answer at (25)
- take the amount at (18) away from the amount at (9) and write the answer at (27).

STEP 11

If your ETP does not have a pre-July 1983 component, take the amount at (17) in table 4 away from the amount at (8) and write the answer at (26) in column 3.

Copy the components from column 3 of table 4 to ETP column 1, 2 or 3 in section 3 of the worksheet. If you have no more ETPs, go to *Finishing your ETP worksheet* on pages 9 and 10 of these instructions.

If your ETP has a pre-July 1983 component—this information is on your STP—complete table 1 below.

If you have more ETPs, go back to the beginning of *Payments other than death benefit ETPs* on page 3 of these instructions to fill in section 3 of your worksheet for your next ETP.

TABLE 1

Number of pre-July 1983 days from part A of your STP	(a)
--	-----

Number of post-30 June 1983 days from part A of your STP	(b)
--	-----

Add (a) and (b).	(c)
------------------	-----

Divide (a) by (c).	(d)
--------------------	-----

STEP 12

Complete table 2.

TABLE 2	
Amount at (27) in table 4	(e)
Amount at (23) in table 4	(f)
Amount at (21) in table 4	(g)
Amount at (19) in table 4	(h)
Add (f), (g) and (h).	(i)
Take (i) away from (e).	(j)
Figure at (d) in table 1	(k)
Multiply (j) by (k).	(l)
Amount at (20) in table 4	(m)
Take (m) away from (j).	(n)

STEP 13

If the amount at (l) is equal to or greater than the amount at (n), copy the amount at (n) to (24), table 4.

If the amount at (l) is less than the amount at (n), copy the amount at (l) to (24), table 4.

STEP 14

Complete table 3.

TABLE 3	
Amount at (27) in table 4	(o)
Add the amounts shown at (19), (20), (21), (23), (24) and (25) in table 4 and write the answer at (p).	(p)
Take (p) away from (o).	(q)

TABLE 4					
		<i>Eligible termination payment Column 1</i>	<i>Amount rolled over Column 2</i>	<i>Amount retained Column 3</i>	
Non-qualifying component	(1)		(10)	(19)	L3
Undeducted contributions	(2)		(11)	(20)	L4
Post-June 1994 invalidity component	(3)		(12)	(21)	L5
CGT exempt component	(4)		(13)	(22)	L6
Concessional component	(5)		(14)	(23)	L7
Pre-July 1983 component	(6)		(15)	(24)	L8
Post-June 1983 component untaxed element	(7)		(16)	(25)	L10
Post-June 1983 component taxed element	(8)		(17)	(26)	L11
Totals	(9)		(18)	(27)	

STEP 15

Copy the amount at (q) to column 3 of table 4, at (26).

STEP 16

Copy the components from column 3 of table 4 to ETP column 1, 2 or 3 in section 3 of the worksheet.

STEP 17

If you have no more ETPs, go to *Finishing your ETP worksheet* on page 9 of these instructions.

If you have more ETPs, go back to the beginning of *Payments other than death benefit ETPs* on page 3 of these instructions to fill in section 3 of your worksheet for your next ETP.

PART B

You received an *ETP group certificate* with the words 'Use from 1 July 1998' in the top right-hand corner and you have not received an RBL determination for the payment showing an excessive component.

STEP 1

If you rolled over all of the ETP, go to step 4.

If you rolled over part of the ETP, go to step 5. Otherwise, read on.

STEP 2

Copy the components of the ETP from section 3 of the *ETP group certificate* to ETP column 1, 2 or 3 in section 3 of the worksheet.

STEP 3

If you have no more ETPs, go to *Finishing your ETP worksheet* on pages 9 and 10 of these instructions.

If you have more ETPs, go back to the beginning of *Payments other than death benefit ETPs* on page 3 of these instructions to fill in section 3 of your worksheet for your next ETP.

STEP 4

If you did not roll over all of your ETP, go to step 5.

If you rolled over all of your ETP, write 'nil' in all the boxes for ETP column 1, 2 or 3 in section 3 of the worksheet.

If you have no more ETPs, go to *Finishing your ETP worksheet* on pages 9 and 10 of these instructions.

STEP 5

Copy the following ETP components—if shown—from your *ETP group certificate* to column 1 of table 4 on page 5:

- non-qualifying component to (1)
- undeducted contributions to (2)
- post-June 1994 invalidity component to (3)
- CGT exempt component to (4)
- concessional component to (5)
- pre-July 1983 component to (6)
- post-June 1983 component untaxed element to (7)
- post-June 1983 component taxed element to (8).

STEP 6

Add up the amounts in column 1 and write the total at (9), table 4.

STEP 7

If you have an *ETP roll-over statement*, copy the following components from your statement to column 2 of table 4. If you rolled over part of your ETP to 2 or more funds, add up the amounts for each component for all your ETP roll-over statements and copy the total for each component to column 2:

- total undeducted contributions rolled over to (11)
- total post-June 1994 invalidity component rolled over to (12)
- total CGT exempt component rolled over to (13)
- total concessional component rolled over to (14)
- total pre-July 1983 component rolled over to (15)
- total post-June 1983 component untaxed element rolled over to (16)
- total post-June 1983 component taxed element rolled over to (17).

STEP 8

Add up the amounts in column 2 and write the total at (18).

STEP 9

Do the Following calculations in column 3 of table 4:

- copy the amount at (1), if any, to (19)
- take the amount at (11) away from the amount at (2) and write the answer at (20)
- take the amount at (12) away from the amount at (3) and write the answer at (21)
- take the amount at (13) away from the amount at (4) and write the answer at (22)
- take the amount at (14) away from the amount at (5) and write the answer at (23)
- take the amount at (16) away from the amount at (7) and write the answer at (25)
- take the amount at (18) away from the amount at (9) and write the answer at (27).

STEP 10

If your ETP does not have a pre-July 1983 component, take the amount at (17) in table 4 away from the amount at (8) and write the answer at (26) in column 3.

Copy the components from column 3 of table 4 to ETP column 1, 2 or 3 in section 3 of the worksheet. If you have no more ETPs, go to *Finishing your ETP worksheet* on pages 9 and 10 of these instructions.

If your ETP has a pre-July 1983 component—this information is on your *ETP group certificate*—complete table 5 below.

If your ETP does not have a pre-July 1983 component and you have more ETPs, go back to the beginning of *Payments other than death benefit ETPs* on page 3 of these instructions to fill in section 3 of your worksheet for your next ETP.

TABLE 5

Number of pre-July 1983 days from section 3 of your <i>ETP group certificate</i>	(a)
Number of post-30 June 1983 days from section 3 of your <i>ETP group certificate</i>	(b)
Add (a) and (b).	(c)
Divide (a) by (c).	(d)

STEP 11

Complete table 6.

TABLE 6

Amount at (27) in table 4	(e)
Amount at (23) in table 4	(f)
Amount at (21) in table 4	(g)
Amount at (19) in table 4	(h)
Add (f), (g) and (h).	(i)
Take (i) away from (e).	(j)
Figure at (d) in table 5	(k)
Multiply (j) by (k).	(l)
Amount at (20) in table 4	(m)
Take (m) away from (j).	(n)

STEP 12

If the amount at (l) is equal to or greater than the amount at (n), copy the amount at (n) to (24), table 4.

If the amount at (l) is less than the amount at (n), copy the amount at (l) to (24), table 4.

STEP 13

Complete table 7.

TABLE 7

Amount at (27) in table 4	(o)
Add the amounts shown at (19), (20), (21), (22), (23), (24) and (25) in table 4 and write the answer at (p).	(p)
Take (p) away from (o).	(q)

STEP 14

Copy the amount at (q) to column 3 of table 4, at (26).

STEP 15

Copy the components from column 3 of table 4 to ETP column 1, 2 or 3 in section 3 of the worksheet.

STEP 16

If you have no more ETPs, go to *Finishing your ETP worksheet* on pages 9 and 10 of these instructions.

If you have more ETPs, go back to the beginning of *Payments other than death benefit ETPs* on page 3 of these instructions to fill in section 3 of your worksheet for your next ETP.

Death benefit ETPs

If you received a payment as the trustee of a deceased estate, the following instructions do not apply to you. Refer to *The 1999 eligible termination payment instructions and worksheet for trust estates*, available from the ATO.

How are death benefit ETPs taxed?

See page 2 for a description of a death benefit ETP. This section tells you how these payments are taxed in different circumstances.

If a payment was made to a trustee of a deceased estate, the obligation to pay tax, if any, stays with the trustee. If you received your payment as a distribution from a deceased estate, you do not have to take any further action in relation to that payment.

Payments made direct to a person other than as a trustee are taxed in different ways. It depends on whether the person was a dependant of the deceased and whether the payment was in excess of the deceased person's RBL.

Who is a dependant of the deceased?

A dependant of the deceased is a person who, at the time of death or the time the payment was made, was:

- a surviving spouse or de facto spouse
- an ex-spouse
- a child of the deceased who was under 18 years
- a person financially dependent on the deceased.

Contact the ATO if you need to know what financially dependent means.

Can you roll over a death benefit ETP?

You cannot roll over a death benefit ETP.

What do you need to do?

To help you fill in section 3 of your worksheet, follow these instructions for each death benefit ETP you got. The instructions are different for different circumstances.

CASE 1

You received a death benefit ETP and you were a dependant of the deceased at the time of death or at the time of payment. The payment is tax free except for any excessive component.

If you are a dependant of the deceased, the payer will not generally issue you with an STP or an *ETP group certificate*. If, however, the payment exceeded the deceased's RBL, the ATO will issue an RBL determination showing an excessive component. Any excessive component is taxed at the highest marginal rate of tax—for 1998–99 this is 47 per cent plus the Medicare levy.

CASE 2

You received a death benefit ETP and you were not a dependant of the deceased at the time of death or at the time of payment. The payment, except for any post-June 1983 component, is taxed the same as any other ETP.

The post-June 1983 component of a death benefit ETP is taxed as follows:

- untaxed element—maximum tax rate is 30 per cent
- taxed element—maximum tax rate is 15 per cent.

A Medicare levy may also apply.

If the payment exceeded the deceased's RBL, the ATO will issue an RBL determination showing an excessive component. Any excessive component is taxed at the highest marginal rate of tax—for 1998–99 this is 47 per cent plus the Medicare levy.

EXAMPLE 1

You were a dependant of the deceased at the time of death and did not receive an RBL determination showing an excessive component.

STEP 1

If example 1 applies to you, you do not have to complete section 3 of the worksheet.

If you have no more death benefit ETPs, go to *Finishing your ETP worksheet* on this page.

If you have more death benefit ETPs, go back to the beginning of *Death benefit ETPs* on page 8 of these instructions to fill in section 3 of your worksheet for your next death benefit ETP.

EXAMPLE 2

You were a dependant of the deceased at the time of death and received an RBL determination showing an excessive component.

STEP 2

If example 2 applies to you, copy the excessive component from your RBL determination to ETP column 1, 2 or 3 in section 3 of the worksheet.

STEP 3

If you have no more death benefit ETPs, go to *Finishing your ETP worksheet* on this page.

If you have more death benefit ETPs, go back to the beginning of *Death benefit ETPs* on page 8 of these instructions to fill in section 3 of your worksheet for your next death benefit ETP.

EXAMPLE 3

You were not a dependant of the deceased at the time of death and did not receive an RBL determination showing an excessive component.

STEP 4

If example 3 applies to you and you received an STP or *ETP group certificate* with your ETP, go to step 6.

STEP 5

If you have no more death benefit ETPs, go to *Finishing your ETP worksheet* below.

If you have more death benefit ETPs, go back to the beginning of *Death benefit ETPs* on page 8 of these instructions to fill in section 3 of your worksheet for your next death benefit ETP.

STEP 6

Copy the components from your *ETP group certificate* or part E of the STP to ETP column 1, 2 or 3 in section 3 of the worksheet.

STEP 7

If you have no more death benefit ETPs, go to *Finishing your ETP worksheet*.

If you have more death benefit ETPs, go back to the beginning of *Death benefit ETPs* on page 8 of these instructions to fill in section 3 of your worksheet for your next death benefit ETP.

EXAMPLE 4

You were not a dependant of the deceased at the time of death and received an RBL determination showing an excessive component.

STEP 8

If example 4 applies to you, copy the adjusted components from your determination to ETP column 1, 2 or 3 in section 3 of the worksheet.

Finishing your ETP worksheet

STEP 1

If you answered **Y** to both questions in section 1 of the ETP worksheet, go to step 2. Otherwise go to step 5.

STEP 2

Add up any excessive components shown in columns 1, 2 and 3 of section 3 of the worksheet. Write the answer in box L2 in the *Total* column.

STEP 3

Write 'nil' for the non-qualifying component in box L3 in the *Total* column, section 3 of the worksheet.

STEP 4

Write 'nil' in box L12 in the *Total* column, section 3 of the worksheet, and go to *Filling in your tax return* on page 10 of these instructions.

STEP 5*Excessive component*

Add up any amounts shown in columns 1, 2 and 3 of section 3 of the worksheet. Write the answer in box L2 in the *Total* column.

STEP 6*Non-qualifying component*

Add up any amounts shown in columns 1, 2 and 3 of section 3 of the worksheet. Write the answer in box L3 in the *Total* column.

STEP 7*Undeducted contributions*

Add up any amounts shown in columns 1, 2 and 3 of section 3 of the worksheet. Write the answer in box L4 in the *Total* column.

STEP 8*Post-June 1994 invalidity component*

Add up any amounts shown in columns 1, 2 and 3 of section 3 of the worksheet. Write the answer in box L5 in the *Total* column.

STEP 9*CGT exempt component*

Add up any amounts shown in columns 1, 2 and 3 of section 3 of the worksheet. Write the answer in box L6 in the *Total* column.

STEP 10*Concessional component*

Add up any amounts shown in columns 1, 2 and 3 of section 3 of the worksheet. Write the answer in box L7.

STEP 11*Pre-July 1983 component*

Add up any amounts shown in columns 1, 2 and 3 of section 3 of the worksheet. Write the answer in box L8.

STEP 12

Add up the amounts, if any, shown at L7 and L8. Multiply the answer by 5 and divide by 100 to give you 5 per cent. Write your answer in box L9 in the *Total* column.

STEP 13*Post-June 1983 component untaxed element*

Add up any amounts shown in columns 1, 2 and 3 of section 3 of the worksheet. Write the answer in box L10 in the *Total* column.

STEP 14*Post-June 1983 component taxed element*

Add up any amounts shown in columns 1, 2 and 3 of section 3 of the worksheet. Write the answer in box L11 in the *Total* column.

STEP 15

Add up the amounts, if any, shown in boxes L9, L10 and L11 and write the answer in box L12.

Note: Now that you have finished filling in your ETP worksheet, read and sign the declaration on the left-hand side at the top of your worksheet.

Filling in your tax return

STEP 1

Copy the total tax instalments deducted shown in box L1 of the ETP worksheet to the tax instalments deducted box, item 4 on your tax return—unless you have already shown the tax instalments deducted at item 1.

STEP 2

Include the amount shown in box L2, if any, at **N** item 4 on your tax return.

STEP 3

Include the amount shown in box L3, if any, only at **V** item 18 on the supplementary section of your tax return.

STEP 4

Include the amount shown in box L12, if any, at **I** item 4 on your tax return.

STEP 5

Attach to page 3 of your tax return:

- your ETP worksheets, STPs and ETP group certificates
- your ROPNs if you rolled over any of your ETPs
- any RBL determination showing an excessive component.

For your records, write the reference number from your RBL determination in the box below. If you need a copy of the determination in the future, you can ring the RBL Helpline on **13 2864** and quote the number.

Reference number
of your RBL

Enquiries: If you need more help with your ETPs, contact our Superannuation Helpline on **13 1020**.

Extra information for those using step 8 on page 4

What is a *Roll-over payment notification (no untaxed element)*?

One of the types of roll-over payment notification (ROPN) is called a *Roll-over payment notification (no untaxed element)*. This form is suitable for the roll-over of ETPs made on or after 1 July 1994 and before 1 July 1998.

The form shows the total amount rolled over and the amount of undeducted contributions, concessional component and post-June 1994 invalidity component included in the roll-over. It does not show any pre-July 1983 component or post-June 1983 component which may be included in the roll-over.

As the title of the form suggests, it is used only where the ETP payable does not have any post-June 1983 component untaxed element.

Why do you need to know about a *Roll-over payment notification (no untaxed element)*?

If you:

- have a *Roll-over payment notification (no untaxed element)* and
- have been told to use step 8 on page 4 to work out the taxable amount of your ETP—for example, because you received an STP with your ETP and you rolled some of your ETP over,

then you need to know the amount of pre-July 1983 component and post-June 1983 component included in the roll-over so that you can work out the taxable amount of your ETP.

If you rolled over all of your ETP, you do not need to do this calculation.

Follow the instructions below to work out the amount of pre-July 1983 component and post-June 1983 component taxed element included in your roll-over.

STEP 1

Use the details from your *Roll-over payment notification (no untaxed element)* to complete table 8.

TABLE 8

Total amount rolled over (a)

Undeducted contributions included in roll-over (b)

Post-June 1994 invalidity component included in roll-over (c)

Concessional component included in roll-over (d)

Add (b), (c) and (d). (e)

Take (e) away from (a). (f)

STEP 2

If the amount at (f) is zero, the amount of pre-July 1983 component rolled over is zero and the amount of post-June 1983 component taxed element rolled over is zero. Go to step 3.

If the amount at (f) is not zero, go to step 4.

STEP 3

Write a zero in column 2 of table 4 at (15). Also write a zero in column 2 of table 4 at (17). Go back to step 8 on page 4.

STEP 4

If the commencement date of the eligible service period shown on your *Roll-over payment notification (no untaxed element)* is later than 30 June 1983, the amount of pre-July 1983 component rolled over is zero. Go to step 5.

If the commencement date is earlier than 30 June 1983, go to step 6.

STEP 5

The amount of post-June 1983 component taxed element rolled over is the amount at (f) in table 8 on page 11.

Copy this amount to column 2 of table 4 at (17), on page 5. Write a zero in column 2 of table 4 at (15). Go back to step 8 on page 4.

STEP 6

Use the details from your *Roll-over payment notification (no untaxed element)* to complete table 9.

TABLE 9	
Number of days before 1 July 1983	(g)
Number of days after 30 June 1983	(h)
Add (g) and (h).	(i)
Divide (g) by (i).	(j)

STEP 7

Complete table 10.

TABLE 10	
Amount at (a) in table 8	(k)
Amount at (c) in table 8	(l)
Amount at (d) in table 8	(m)
Add (l) and (m).	(n)
Take (n) away from (k).	(o)
Amount at (j) in table 9	(p)
Multiply (o) by (p).	(q)
Amount at (b) in table 8	(r)
Take (r) away from (o).	(s)

STEP 8

If the amount at (q) is less than the amount at (s), copy the amount at (q) to (u) in table 11.

If the amount at (q) is equal to or more than the amount at (s), copy the amount at (s) to (u) in table 11.

STEP 9

Complete table 11.

TABLE 11	
Amount shown at (f) in table 8	(t)
Pre-July 1983 component rolled over	(u)
Take (u) away from (t).	(z)

STEP 10

The amount of pre-July 1983 component rolled over is the amount shown at (u) in table 11. Copy this amount to column 2 of table 4 at (15).

STEP 11

The amount of post-June 1983 component taxed element rolled over is the amount shown at (z) in table 11. Copy this amount to column 2 of table 4 at (17).

STEP 12

Go back to step 8 on page 4.



Eligible termination payments worksheet for individuals 1998-99

For trust estate tax returns, use separate instructions and worksheet.

Tax file number

Print your full name

Declaration

I declare that the details I have shown on this worksheet are true and correct.

Signature

Date

I declare that the amounts shown on the *Roll-over payment notification* included with my tax return have been rolled-over.

Signature

Date

Section 1—Payment type

Print Y for yes or N for no.

Are the payments shown on this worksheet death benefits?

If the payments are death benefits, were you a dependant of the deceased either at the time of death or at the time of payment?

Do not show death benefits and other payments on the same worksheet. If you received lump sum death benefits and other eligible termination payments (ETPs) in 1998-99, use separate worksheets.

Section 2—Payment details

	Payer	Date paid	Tax instalments deducted
ETP 1			:
ETP 2			:
ETP 3			:
Total tax instalments deducted			:

Include this amount in the tax instalments deducted box at item 4 on page 2 of your tax return if you have not already included it at item 1.

L1

Type of ETP	
Employer payments excluding death benefit payments	A
Death benefit	B
Superannuation fund—no untaxed element	C
Superannuation fund—with untaxed element	D

Type of ETP	Eligible service period before 1 July 1983	Eligible service period after 30 June 1983
ETP 1		
ETP 2		
ETP 3		

Section 3—Components of amount taken in cash—amount retained

	ETP 1	ETP 2	ETP 3	Total
Excessive component	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				Include this amount at N item 4—page 2 of your tax return. <input type="checkbox"/>
Non-qualifying component	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				Include this amount at V item 18—page 9 of your tax return. <input type="checkbox"/>
Undeducted contributions	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				This amount is tax free. <input type="checkbox"/>
Post-June 1994 invalidity component	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				This amount is tax free. <input type="checkbox"/>
CGT exempt component	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				This amount is tax free. <input type="checkbox"/>
Concessional component	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				L7
Pre-July 1983 component	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				L8
				Add up the L7 boxes. <input type="text"/> X 5% = <input type="text"/>
				L9
Post-June 1983 untaxed element	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				L10
Post-June 1983 component taxed element	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				L11

Taxable amount for this worksheet—add up the **L10** boxes **L12**

If you answered No to one or both questions in section 1 include this amount at **I** item 4 on page 2 of your tax return.

Note: Only the excessive component—if any—of a death benefit paid directly to a dependant of the deceased is taxable.

Please attach to page 3 of your tax return

IN-CONFIDENCE—when completed

NAT 2411—5.1999



Eligible termination payments worksheet for individuals 1998-99

For trust estate tax returns, use separate instructions and worksheet.

Tax file number

Print your full name

--	--

Declaration

I declare that the details I have shown on this worksheet are true and correct.

Signature	Date

I declare that the amounts shown on the *Roll-over payment notification* included with my tax return have been rolled-over.

Signature	Date

Section 1—Payment type Print Y for yes or N for no.

Are the payments shown on this worksheet death benefits?

If the payments are death benefits, were you a dependant of the deceased either at the time of death or at the time of payment?

Do not show death benefits and other payments on the same worksheet. If you received lump sum death benefits and other eligible termination payments (ETPs) in 1998-99, use separate worksheets.

Section 2—Payment details

	Payer	Date paid	Tax instalments deducted
ETP 1			:
ETP 2			:
ETP 3			:
Total tax instalments deducted			:

Include this amount in the tax instalments deducted box at item 4 on page 2 of your tax return if you have not already included it at item 1.

Type of ETP	
Employer payments excluding death benefit payments	A
Death benefit	B
Superannuation fund—no untaxed element	C
Superannuation fund—with untaxed element	D

Type of ETP	Eligible service period before 1 July 1983	Eligible service period after 30 June 1983
ETP 1		
ETP 2		
ETP 3		

Section 3—Components of amount taken in cash—amount retained

	ETP 1	ETP 2	ETP 3		Total
Excessive component				Include this amount at N item 4—page 2 of your tax return.	L2
Non-qualifying component				Include this amount at V item 18—page 9 of your tax return.	L3
Undeducted contributions				This amount is tax free.	L4
Post-June 1994 invalidity component				This amount is tax free.	L5
CGT exempt component				This amount is tax free.	L6
Concessional component					L7
Pre-July 1983 component					L8
				Add up the L7 boxes.	L9
Post-June 1983 untaxed element					L10
Post-June 1983 component taxed element					L11
				Taxable amount for this worksheet—add up the L10 boxes	L12

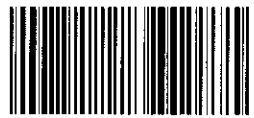
If you answered No to one or both questions in section 1 include this amount at **L** item 4 on page 2 of your tax return.

Note: Only the excessive component—if any—of a death benefit paid directly to a dependant of the deceased is taxable.

Please attach to page 3 of your tax return

IN-CONFIDENCE—when completed

**ELIGIBLE TERMINATION PAYMENTS
INSTRUCTIONS AND WORKSHEETS**



NAT 2313—5.1999