***Accessing for Early Release of your Superannuation***

***What you need to do (step by step guide)***

1. *Have your comprehensive examination with our dentist*
2. *When you have decided you would like to access your superannuation, you will need to pay a $500 deposit, which is not fully refundable. This amount will be included as payment for required reports, administration costs and if your application is approved applied to your overall fee for remaining treatment costs.*
3. *Our friendly front office team will accommodate you by making you an appointment for your second opinion*
4. *Once you have all the information needed to apply, you will need to go into your MyGov/make an account and access ‘Compassionate Release Of Superannuation Report By Medical Practitioner’ form.*
5. *Once you have the form, you will need to print it and get your dentist that is doing the treatment, and in some cases your GP, to sign it.*
6. *When you receive an approval for your super to be released, we ask if you can please send us a copy of this confirmation to (Insert Practice email)*
7. *Once the funds have been released into your account, we will go ahead and start scheduling your appointments with us.*
8. *You will need to pay into our respected bank account, 1 week prior to your dental appointment to which procedure you will be having for that specific date. Our bank account details will be listed below.*

***(Insert Practices Bank Details)***

***How To Apply:***

* *Go to* [*https://my.gov.au/LoginServices/main/login?execution=e2s1*](https://my.gov.au/LoginServices/main/login?execution=e2s1) *and log in to your account, if you don’t have an account you can create one.*
* *Search for the following form; ‘Compassionate Release Of Superannuation Report By Medical Registered Practitioner’ and fill out accordingly. ( #QC56057)*
* *As part of your application, you will be required to get a second opinion from another Registered Medical Practitioner, to which our friendly front office team can organise for you, there will be a consultation fee to be paid at this appointment.*
* *Once you have received your second opinion’s treatment plan, and have your current finalised treatment plan along with your accompanying letter , you will need a signature from both your dentist and in some cases, your GP.*
* *Submit your forms online through your MyGov.*

1. *Get a signature on your application form from your dentist and GP*
2. *Once you have both treatment plans and reports from our dentist, you can access your MyGov and apply online.*
3. *Pay amounts into our bank account 1 week before each phase of treatment*

***FAQ’S***

* ***What happens if my application is not approved?*** *Not to worry, we can refund your deposit back into your account, and look into our payment plan options for you, along with spacing out your treatment, suited to your financial needs.*
* ***Will my money be safe?*** *Our professional team will keep your deposited funds in a safe and secure bank account, which is only accessible by our well-trained accounting team.*
* ***Who is eligible to access their superannuation?*** *If you fit the criteria set out by the Australian Taxation Office (ATO), most**Australian citizens and permanent residents who have superannuation can access it.*
* ***What happens if my treatment plan changes?*** *Often the total fee of a treatment plan is more than the total fee of the treatment provided. If this applies to you, your account will go into credit for the funds that were not utilised which will be allocated to any future dental treatment*
* ***How long will it take?*** *This will all depend on how fast your application is sent off, once your application has been sent off and the correct information is supplied it can take approximately 2-3 weeks for an outcome. If your application is approved, your funds will be released in approximately 7-14 business days.*
* ***Why do I need a second opinion?*** *As part of your application it is asked that you get a second opinion to confirm that the treatment you are having done is due to your oral health being detrimental.*
* ***Where do I get help if the MyGov website is not working/or I cannot find something?***  *MyGov has a helpline number 13 10 20*