

Correctly contributing on behalf of your employees

A how-to guide



It's essential that you provide Prime Super with the correct information when making contributions on behalf of your employees.

If we don't have all of the information required, we simply can't allocate the money to the correct member account. The money is then refunded to you and you run a real risk of failing to meet your Superannuation Guarantee (SG) obligations. This means, you may actually be liable to pay an SG charge!

You can pay contributions in 3 easy steps!

Step 1 – Register with Prime Super

To make contributions on behalf of employees you must be a registered Prime Super employer.

Simply fill out a Prime Super Employer application form which can be downloaded from our website at www.primesuper.com.au. If you require further information, call us on **1800 675 839**.

Once we receive your application form we'll provide you with an employer number, and a reference number should you wish to make contributions via BPAY®.

If you're already a registered employer, skip to Step 2.

Step 2 – Provide the correct employee details

You must provide these details:

- each time you make a contribution; and
- at the same time as making the contribution.

You have 4 methods through which you can provide your employee details:

Option	How to	Best fit
Paper-based	<i>Contribution payment form</i> (attached to this fact sheet) or your own print-outs – send this via mail, email or fax	For small employers
Prime Super Online Services	www.primesuper.com.au and login from the Home page – select <i>Employers/Self-employed</i>	For small – medium employers
Excel spreadsheet	Via a spreadsheet which we will send to you or help you set up, which can be uploaded via www.primesuper.com.au ; or Via an online workbook – also at www.primesuper.com.au	For larger employers
File upload	Download your payroll data directly from your database into Prime Super's Online Services at www.primesuper.com.au	For larger employers

It's important to note that regardless of whether you're paying by Bpay, EFT, direct debit or cheque, you are **legally obliged** to provide us with your employee details via one of the above methods – even if you are paying on behalf of only one employee. If you do not do so, we won't be able to allocate the money to the correct member account.

To use one of Prime Super's online payment options, you will need to register for Online Services. Once you have your employer number, simply go to the website and follow the steps. You will then receive a User ID and Password in the mail.



Due to upcoming SuperStream reforms, employers with 20 or more employees will be required to submit employee data electronically from 1 July 2014. Employers with fewer than 20 employees have until 1 July 2015 to comply.

We therefore strongly recommend that you consider using online payment methods if you don't already do so. The earlier you convert to an online payment system, the easier it will be to adapt to the changes once introduced.

Register today at www.primesuper.com.au. For additional information on these changes, go to www.strongersuper.treasury.gov.au.

Whatever payment option you use, please supply the following information for each member:

Existing members	New members In addition to the information on the left, for any <i>new</i> members you wish to set an account up for and make a contribution on their behalf, we also require:
Member number	Title
Member name	Sex
Date of birth	Mailing address
Terminated – yes/no	Date started work
Dollar and cents amount of: your employer contribution; salary sacrifice contribution; and/or voluntary member contribution	Tax File Number

Step 3 – Make a contribution

You have 4 options to choose from in order to make contributions on behalf of your employees:

1. BPAY®

Use your internet or phone banking service to make contributions via BPAY®. You will need the following information in order to do so:

- **Biller name:** Prime Super employer contribution
- **Biller code:** 584573
- **Employer reference number:** Go to Online Services at www.primesuper.com.au or call us on **1800 675 839**. This reference number is available once you become a registered employer.

2. EFT

EFT transfers money directly from your bank account to ours. You will need to be registered for your bank's online banking service to EFT funds to us.

Setting up an EFT

Please use the following details:

Account name	National Nominees Limited ANF Prime Super Pty Ltd as Trustee for Prime Super
BSB number	064000
Account number	10482771
Payment reference	Your employer number and, if space allows, your employer name

Making an EFT payment

Please ensure you always include your *Employer number* and *Employer name* in the reference section of the EFT payment on your bank's website. If you do not do so, we won't be able to apply your payment to members' accounts and we will have to return the money to you.

3. Direct debit

You can authorise us to debit your bank account directly for the amount you state on your *Contribution payment form*. To get started you will need to complete a *Direct debit request form* – which can be downloaded from our website at www.primesuper.com.au

You only need to complete a Direct debit request form once. The arrangement you nominate will stay in place until you advise us otherwise, and will therefore apply to all future contribution advices received.

Contributions are direct debited on the 1st or the 15th of every month and 28 days after the end of the quarter (in line with SG obligations). The amount will be debited on the next direct debit date after you have submitted your contribution advice to Prime Super. For example, if you submit a contribution advice via the website on 21st February, the amount will be debited in the next direct debit run, which would be 1st March.

Please ensure you submit a contribution advice five days before the direct debit date so that we can debit the correct contribution amount from your account.

4. Cheque

If you are using a paper-based payment option like the *Contribution payment form*, you can easily attach a cheque to the form and forward it to us. All cheques should be made payable to Prime Super.

Please note that from 1 July 2014 cheques can only be accepted from employers with fewer than 20 staff. From 1 July 2015 cheques will no longer be accepted from any employer.

Additional help!

Write to us at: Locked Bag 5103 Parramatta NSW 2124
Helpline: 1800 675 839
Fax: 1800 023 662
Overseas callers: +61 2 9374 3967
Email: administration@primesuper.com.au
Website: **www.primesuper.com.au**

This fact sheet provides general information only and may not be relied on as personal legal or financial advice. Before acting on this information, you should consider the appropriateness of this information having regard to your personal objectives, financial situation or needs. Prime Super ABN 60 562 335 823 is a Regulated Superannuation Fund issued by Prime Super Pty Ltd ABN 81 067 241 016, AFSL 219723. A Short-Form Product Disclosure Statement (Short-Form PDS) can be obtained from the issuer by calling 1800 675 839.

Superannuation contribution rate: is 9.25%.

Employer contribution: Total amount of Award and Superannuation Guarantee (Sg) contributions.

Salary sacrifice contribution: The amount of salary sacrifice by a member or any additional employer contributions.

Member voluntary contribution: If a member makes additional personal contributions (post-tax).

Please use **BLACK INK** to complete this form. If you are paying contributions for new members, you must complete the new member form overleaf.



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Period from								
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Period to							
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If you don't indicate a period, the contribution payment will be processed for the month immediately proceeding the receipt date.

[illegible][illegible][illegible][illegible]

Member number	Member name	Date of birth	Terminated Y/N	Employer contribution		Salary sacrifice contribution	Member voluntary contribution
1				\$.	\$	\$
2					.		.
3					.		.
4					.		.
5					.		.
6					.		.
7					.		.
8					.		.

All personal and sensitive information of your employees is collected, used, stored and disclosed in accordance with the Australian Privacy Principles of the *Privacy Act 1988 (Cth)*.

We only use the information for the purpose of administering their membership or related purposes. For further information about privacy or to obtain a free copy of our Privacy Policy, please visit our website www.primusuper.com or by contacting customer service on 1800 675 839, write to us at Locked Bag 5103, Parramatta, NSW 2124 or email us at administration@primusuper.com.au.

Existing member totals (totals from this page)	\$.			\$.		
+ New member totals (totals from reverse)	\$.			\$.		
= Grand total	\$.			+						.		

WHERE TO SEND THIS FORM Once completed please return this form to us via mail, fax or email.

Mail

Prime Super

Freecall 1800 675 839

Locked Bag 5103

Fax

Parramatta NSW 2124

Email administration@primesuper.com.au

If you have any questions about this form or Prime Super please call us on **1800 675 839** (8.00am to 8.00pm Monday-Friday Sydney time).



Issued by Prime Super Pty Ltd ABN 81 067 241 016 AFSL 219723 RSE L0000277 Trustee of Prime Super ABN 60 562 335 823 RN 1000276



NEW MEMBERS All details must be completed for any new employees you are enrolling with prime super who are not already members of the fund. If you have more than 3 new members, please photocopy this form.

[illegible]

Surname															Title															Date of Birth (DDMMYYYY)															
															<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Dr																										
Given Names															Gender																														
															<input type="checkbox"/> Male	<input type="checkbox"/> Female																													
Postal Address																																													
Town/Suburb/City															State																														
Date started work (DDMMYYYY)															Tax File Number																														
Employer contribution															Salary sacrifice contribution															Member voluntary contribution															
\$															\$																\$														
Notes																																													

[illegible]

TOTAL Employer contributions	\$.							
TOTAL Salary sacrifice contributions	\$.							
TOTAL Member voluntary contributions	\$.							P





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Open from 8.00am-8.00pm, Mon-Fri Sydney time

Free call 1800 675 839 **Free fax** 1800 023 662

Email administration@primesuper.com.au **Web** www.primesuper.com.au

Postal Address Prime Super Locked Bag 5103, Parramatta NSW 2124

asfa member

