

Quick Facts...

Superannuation – guide for employers

For all employers you will need to identify if the employee is eligible for superannuation payments. If you are not sure what the award or industrial agreement, you can check with your employer association or the WageNet website at www.wagenet.gov.au or phone the workplace relations department in your state or territory.

You need to provide new employees a 'Standard Choice Form' (this can be downloaded from www.superchoice.gov.au), within 28 days of their start date – unless they choose a fund and give you the required information when they start work. In this case you must act on their choice, but you don't need to give them a Standard Choice Form.

Act on an Employee's choice, your employee can select a fund to receive their superannuation guarantee contributions. It must be a complying super fund and you must be able to make contributions to that fund. There is no time limit for your employee to make a choice.

When an employee provides you with all the required information for their chosen fund, you have two months to get ready to make contributions to that fund. After this, any contributions you make for that employee must be to their chosen fund.

Employees do not have to use the Standard choice form. They can supply the information about their choice of superannuation fund on another document, provided it is in writing and contains all the necessary information. The details required are:

- Full name and contact details of the fund;
- Employee's account name in the fund;
- Member number;

- ABN;
- Methods used by the fund to receive contributions and what details are required;
- Superannuation product identification number (if any);
- Written statement from the trustee of the fund stating the fund is a resident regulated fund and can accept your contributions.

If an employee's written notice does not include all the required information you do not have to accept it.

Some funds require you to become a participating employer before you can pay contributions to them. This may involve paying contributions more regularly (such as monthly rather than quarterly). An employee can have only one chosen fund per employer. You do not have to accept an employee's request to choose a new fund if you have accepted such a request from the employee within the past 12 months.

Please note that anyone providing financial advice is generally required by law to be licensed by the Australian Securities and Investment Commission. Giving advice about which superannuation fund an employee should choose, or recommending that an employee consolidate their superannuation into one account, is likely to be considered financial advice. You should refer them to a qualified financial planner.

If your employee does not choose a fund, you must make the superannuation guarantee contributions for that employee into the fund you have identified as your employer fund and notify your employee of this.

The advice contained herein does not take into account any persons particular objectives, needs or financial situation. Before making a decision regarding the acquisition or disposal of a Financial Product persons should assess whether the advice is appropriate to their objectives, needs or financial situation. Persons may wish to make this assessment themselves or seek the help of an adviser. No responsibility is taken for persons acting on the information provided. Persons doing so, do so at their own risk. Before acquiring a financial product a person should obtain a Product Disclosure Statement (PDS) relating to that product and consider the contents of the PDS before making a decision about whether to acquire the product.