

QuickSuper

The free clearing house for AustralianSuper's eligible employers

Streamline your employee super contribution payments

To help make paying super to many different super funds easier, AustralianSuper offers eligible employers access to a free clearing house facility.

QuickSuper, which is provided and managed by Westpac, offers a simple and secure way to manage both the payment and administration of employee super contributions.

Key benefits

- ✓ **Spend just minutes upfront, save days** – you spend just a few minutes upfront entering the relevant super contribution details for each employee or uploading a file and QuickSuper uses this information to process super contribution payments, saving you time each payment cycle.
- ✓ **Cover everyone's needs easily** – QuickSuper works for weekly, fortnightly, monthly or quarterly super payment cycles – and accommodates every registered super fund choice in Australia.
- ✓ **Streamline your payments** – provided you're eligible to use QuickSuper you can make all your non-AustralianSuper employee super contributions in just one payment, free-of-charge (see opposite for information on eligibility). **Contributions for AustralianSuper members must be paid directly to AustralianSuper.**
- ✓ **Automate your reporting** – you can easily access automated reports detailing payments received, distributions made, your transaction history and more.
- ✓ **Full customer support** – contact us on 1300 300 273 or email at www.australiansuper.com/email

If you meet our eligibility criteria, the QuickSuper clearing house will be provided free-of-charge.

See reverse for how it works →

Additional features

- You can upload a file (CSV format) containing employees' details and contribution amounts – no need to manually enter employee data.
- QuickSuper will facilitate the capture of employee TFNs and pass these on to the relevant super funds on your behalf.



See QuickSuper in action at www.australiansuper.com/quicksuper

How do I know if I'm eligible?

To be eligible to use QuickSuper free-of-charge:

- You must be a participating employer of AustralianSuper
- AustralianSuper must be your default fund
- More than 50% of the total number of your employees must be members of AustralianSuper.



Not eligible?

For details on how to make AustralianSuper your default fund and become eligible, visit www.australiansuper.com/clearinghouse

If you need assistance, contact your Account Manager or call us on 1300 300 273.

How it works

Step 1: Check you're eligible and apply

Check the eligibility requirements and apply at www.australiansuper.com/clearinghouse Enter your company details and contribution information.

Step 2: Your application is processed

Once you've registered, we'll review your application and confirm within two business days whether it's approved.

Step 3: Submit contribution* information

Employees with AustralianSuper

Payment and contribution details for AustralianSuper members should be sent directly to AustralianSuper.

Employees with other super funds

For employees with other super funds, submit the required contribution amount online for each employee or by file upload using QuickSuper.

Step 4: Remittance advice

A remittance advice will be produced online for you with all the details of the contributions made and this will also be sent to the beneficiary super fund. These reports can also be downloaded and printed. A summary report listing all reconciled payments is provided ensuring ready access to your contribution records and a detailed audit trail should you need it.

Step 5: Unallocated payments & tracking

Payments that cannot be allocated to an employee's super fund are returned to your nominated account and a daily report listing any returned items is provided.

Along with tracking the status of superannuation contributions made online, QuickSuper also allows your business to easily update employees' super contribution details should they change.

Less than 20 employees

If your business employs less than 20 people, the Government offers a similar free service run by Medicare. Visit www.medicareaustralia.gov.au/super or call 1300 660 048 for details.

Other Clearing house options

Eligible employers who previously used ADP or another clearing house may continue to do so and any support previously offered by AustralianSuper will continue.



Further information

For more information, please contact us on **1300 300 273** or visit our website at www.australiansuper.com

* Under current legislation, Superannuation Guarantee (SG) contributions are regarded as being paid on the date that the super fund receives payment, not the date you pay QuickSuper. So you should make sure you allow enough time for payment to reach the fund before SG deadlines. More information on SG payment deadlines can be found at www.australiansuper.com/employers