



Advise VicSuper of contributions, new VicSuper members and terminations of employment

When completing this form, please ensure you use all capital letters eg and check boxes with a cross eg

Information for employers

- Please use this form to advise VicSuper of:
 - contributions to your employees' VicSuper accounts (complete Steps 1 and 2)
 - details of new VicSuper members (complete Steps 1 and 3)
 - VicSuper FutureSaver members who have terminated employment with you (complete Steps 1 and 2).
- If you are deducting contributions from an employee's salary or wages, these should be sent to VicSuper by the 28th day of the month after the month of deduction.
- Without an employee's tax file number (TFN), VicSuper cannot accept non-concessional contributions into that employee's VicSuper Fund account and must tax all concessional contributions (eg superannuation guarantee) for members at the top marginal tax rate plus the Medicare levy.
- Please note there are capping limits on concessional and non-concessional contributions. Please see the *VicSuper FutureSaver Product Disclosure Statement* for more information.

Step 1: Complete your details and certify this form

Would you prefer to do this electronically?

- VicSuper EmployersOnline is a free and secure online administration tool on the VicSuper website that allows you to submit all the details on this form electronically. Plus, VicSuper EmployersOnline lets you choose your preferred payment method, whether it's through direct debit, BPAY®, EFT or cheque.
- To sign up or request a free demonstration contact your account consultant.

Employer name	<input type="text"/>
Employer address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Employer number	<input type="text"/>
	<i>(You receive your employer number when you submit the first payment to VicSuper. To sign up as a participating employer, please complete our online Employer Application form at vicsuper.com.au/employer)</i>
Pay period start date	<input type="text"/>
Pay period end date	<input type="text"/>
Phone number	<input type="text"/>
Fax number	<input type="text"/>
Email	<input type="text"/>
	<input type="text"/>

When you provide your email address, we'll send you all communications including your regular Employer Update via email.

Step 1: (continued)
Complete your details
and certify this form

This certification must be made by your Human Resources/Payroll Officer or his/her authorised delegate.

- I certify that the information provided on this form is true and correct.
- I acknowledge that in all cases there is a superannuation guarantee obligation for each of the new members listed.
- I also certify that I am authorised to supply VicSuper with this information.

Signature	<input type="text"/>	Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Full name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Position	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Step 2: Provide contribution or termination of employment details

Member details			Contribution type (\$)						
Member number	Payroll number	Surname	Given name(s)	Date of birth	Termination date (if applicable)	Employer SG	Member	Salary sacrifice	Additional employer
						Sub-total	\$	\$	\$
						TOTAL REMITTANCE	\$	\$	\$

SG – superannuation guarantee compulsory employer (concessional) contributions
 Member – member’s personal after-tax (non-concessional) contributions
 Salary sacrifice – pre-tax employer (concessional) contributions
 Additional employer – employer (concessional) contributions above the compulsory 9.25%

Step 3: Complete details of new VicSuper members

Member number	Name	Address details	Other details
Payroll number	Title	Residential	Date of birth
	Surname	Postal (if different from residential)	Tax file number
	Given name(s)	Email	Start date
Payroll number	Title	Residential	Date of birth
	Surname	Postal (if different from residential)	Tax file number
	Given name(s)	Email	Start date

Please provide your employees’ email addresses so they can receive their welcome pack electronically.

Step 4: Send your form to VicSuper

Send your completed form to: **VicSuper, GPO Box 89 Melbourne VIC 3001**

