

## Employer contribution details

### Notes for employers

#### When to complete this form

Please send this form to us within 7 days of the end of each contribution period.

#### How to send it

You can write or type the information onto this form, or you can extract it from your payroll system either as a paper copy printout or, preferably, by e-business.

Your *Easy Reference Guide for Employers* tells you more about submitting electronic returns.

#### Where to send it

**First State Super**  
**PO Box 1229**  
**Wollongong NSW 2500**

#### Member number

We allocate a *member number* to each member. Please use these numbers in all your communications about the fund. If you're not sure of the numbers, your Employer Relationship Officer can help you.

#### Payroll number

For a new member please give us your payroll number. We will then allocate the member number so that you can use it next time.

#### Tax file number (TFN)

If an employee has provided their TFN to you via their employment declaration, you must pass it on to First State Super.

Please disregard this field if you have previously advised First State Super of an employee's TFN.

Please note that where a TFN is not held for a member we will be unable to accept any non-concessional (optional employee or other personal) contributions. Any non-concessional contributions received from you for a member whose TFN we do not have, will be returned to you.

#### Compulsory employer contributions

Compulsory employer superannuation guarantee (SG) contributions are 9% of salary.

Note that for NSW Public Sector contract employees and Senior Executive Service members, superannuation guarantee (SG) contributions need not be paid on that part of salary which exceeds the maximum in the *Superannuation Guarantee (Administration) Act 1992* (\$160,680 for 2009-10 indexed annually).

#### Any other queries?


Check in your *Easy Reference Guide for Employers*, or contact your Employer Relationship Officer. Information and forms for employers are also on the First State Super website.

You can email questions to your Employer Relationship Officer at: [FTC\\_Employer\\_Contact@pillar.com.au](mailto:FTC_Employer_Contact@pillar.com.au)

 **Return the completed form to First State Super PO Box 1229 WOLLONGONG NSW 2500**

If you have any enquiries please call Customer Service on **1300 650 873** between 8:30 am and 5:30 pm AEST from Monday to Friday for the cost of a local call (unless calling from a mobile or pay phone).

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 **If you need help with this form:** Contact Customer Service between 8:30 am and 5:30 pm AEST from Monday to Friday on **1300 650 873**

