FIRST STATE SUPER
FSS Trustee Corporation
ABN 11 118 202 672 AFSL 293340

Employer **contribution** options

How employers can make contributions to First State Super

At First State Super, we use the latest online technology to transfer and process information. Sending your contributions online helps us to deliver timely and efficient reconciliations, reporting and monitoring.

But we also understand that some smaller employers may not need or want to send contributions electronically. So we also offer a 'manual' alternative that allows employers to send hard copies of the necessary documents, together with cheque payments.

Our contribution processing system is very flexible so typically, you can submit data in the way that suits you best. We will adapt to your payroll system, not the other way round. And if your payroll system is not able to generate electronic data files, we will work with your payroll team to develop other options.

When we receive your first contribution, we will register you as a First State Super employer and issue your **Employer Code**. You should quote your Employer Code in all future dealings with the Fund.

Submitting your **data**

1. Online returns at www.firststatesuper.com.au

Before you can use our online services, you have to register for an online User ID and Password. You can register by completing an online registration form that is accessed by clicking *Employer/login* from the top left-hand menu on the website. Once the registration process is complete, we will email your User ID and Password as well as details of how to use the Employer Online facility.

The home page of the First State Super employer website provides the functionality, information and tools to help you submit contribution returns directly to our Fund administrator, Pillar Administration, via the internet.

The diagram below briefly describes the functionality available to employers via the Employer Online facility.

File Send
Allows you to submit a completed contribution file directly from your database to Pillar Administration. Typically used by employers with 30 or more employees.

Data Entry
Allows you to forward your contribution return, and advise new/terminated employees via the online form in Data Entry. Typically used by employers with less than 30 employees.

File Download
This section allows you to download files created by the scheme administrator.

Member Enquiry
Provides access to basic details of your members.

Tools
Provides details of the online file format accepted by Pillar Administration.

Guides
Allows you to view/print the *Easy Reference Guide for Employers* that explains the responsibilities and obligations of a First State Super employer.

File Status
Shows files and forms submitted successfully in the past 110 days.

Change Password
Allows you to change your password on initial login or when your password has expired.

Submitting your **data** (continued)

2. Paper-based returns

If you only have a few employees, you may prefer to send your contribution data manually. To do this, you must complete an *Employer contributions and remittance advice for Personal Division members* form that is available from our website. A copy is also attached to this flyer. It may be possible to use your own payroll system reports but you should check first with our Customer Service team.

Submitting your **payment**

You have a number of **options** for sending money to First State Super:

- Cheque
- Electronic funds transfer (use your Employer Code as your unique identifier)
- Direct deposit (use your Employer Code as your unique identifier)
- BPAY®

IMPORTANT: We will issue your Employer Code when we receive your first contribution. If you are using EFT or direct deposit, please ensure you include your Employer Code in the information that you send electronically.

A completed *Employer contributions and remittance advice for Personal Division members* form must be sent with each payment.

Note that this form is also used to provide certain information on a **once-only** basis the first time you complete the form.

The process

1. Join your employees

If they are not already members, the employees for whom you are contributing must join the Personal Division of First State Super by completing the application form at the back of the *Member Booklet Product Disclosure Statement*. The Member Booklet is available from the website or from Customer Service.

If you have more than a few members, it may be more convenient to send this data electronically via your payroll system. Call our Customer Service team for details.

If you have more than 50 employees or you would like First State Super to be your default fund, you should call our Business Development Manager, Michael Keyte, on 02 9238 2530 to discuss your options.

2. Fill in the form

Record the type and amount of contributions you are making for each employee on the *Employer contributions and remittance advice for Personal Division members* form. This data may also be sent electronically.

The completed form should be sent to:

First State Super
PO Box 1229
Wollongong NSW 2500

3. Choose your method of payment

Your options are:

- **Cheque** payable to:
  "First State Super – Application Account"
  Send to: Pillar Administration
  First State Super
  PO Box 1229 Wollongong NSW 2500
- **Electronic Funds Transfer (EFT)**
  First State Super – Application Account Commonwealth Bank BSB Number: 062 000
  Account Number: 10226245
- **Direct deposit**
  First State Super – Application Account Commonwealth Bank BSB Number: 062 000
  Account Number: 10226245
- **BPAY®**
  Your Biller Code and Reference Number are available online if you register for Employer Services via our website www.firststatesuper.com.au. Alternatively, you can request these numbers by sending an email to enquiries@firststatesuper.com.au or calling Customer Service on 1300 650 873.

4. Return the form

On completion of your EFT or direct deposit transaction, please fax or scan/email your *Employer contributions and remittance advice for Personal Division members* form to:

Fax: (02) 4253 6111
Email: cru@pillar.com.au

For further information

If you have any questions about the contribution procedure or membership requirements, please call our Customer Service team on **1300 650 873** or email **enquiries@firststatesuper.com.au**

www.firststatesuper.com.au

Disclaimer: Prepared by FSS Trustee Corporation ABN 11 118 202 672, AFSL 293340, the trustee of First State Super ABN 53 266 460 365. This communication contains general information only and does not take into account your specific objectives, financial situation or needs. It is therefore important, before deciding whether to become a member of First State Super (or, if you are already a member, to continue your membership) that you consider the First State Super Product Disclosure Statement (PDS) having regard to your own situation. The PDS is available from the website or by calling us. The information contained in this document is current as at April 2011.

EMPCONT 04/11

FIRST STATE SUPER
FSS Trustee Corporation
ABN 11 118 202 672 AFSL 293340

Employer contributions and remittance advice for Personal Division members

This form should be completed by employers who wish to (or have been instructed to) make contributions to First State Super on behalf of employees. If they are not already members, these employees must join the First State Super Personal Division by completing the application form at the back of the Personal Division Product Disclosure Statement available from the First State Super website at www.firststatesuper.com.au or Customer Service on 1300 650 873.

Note for employers

When to complete this form

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

You can record the information required at **Section 3. Contribution details** on this form, attach your own payroll system report, or submit the information online through the Employer Services section on the website at www.firststatesuper.com.au. If you are completing the form manually and further space is required for your contribution details, you should photocopy the form and attach the additional pages or alternatively attach your own payroll system report.

Where to send your form

Section 2. Remittance details has particulars of where you should send your completed form.

Member number

All First State Super members are issued with a member number that should be used whenever you are submitting information about that particular member.

Employer code

You will be issued with an employer code following receipt of your first contribution, which should be used in all your communication with the Fund.

Enquiries

Information and forms for employers are on the First State Super website www.firststatesuper.com.au. If you have any questions or need further information, please call our Customer Service team on 1300 650 873 between 8.30 am and 5.30 pm from Monday to Friday (AEST) or email enquiries@firststatesuper.com.au

Please print clearly in black ink.

Note that items marked * are only required the FIRST time you complete this form or when details change.

1. Employers details

Employer name

Employer code

Approximate number of employees*

Postal address

Suburb

State

Postcode

Current default superannuation fund*

Email address

Daytime contact telephone number

CONTINUES ON NEXT PAGE >

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**

FSS Trustee Corporation ABN 11 118 202 672 AFSL 293340 as the trustee of First State Super Scheme ABN 53 226 460 365

2. Remittance details

Amount remitted

$. (must equal 'Total contributions payable' as recorded in **Section 3 Contribution details** below)

Contribution period ended D D / M M / Y Y Y Y

No. of pages of

Remittance method

☐ **Cheque**

Cheque number

Post this form together with your cheque (payable to **First State Super – Application account**) to First State Super, PO Box 1229, Wollongong NSW 2500

☐ **EFT**

Date deposited D D / M M / Y Y Y Y

Account name: First State Super - Application account

BSB No: 062000

Account number: 1022 6245

Please include your employer name and employer code with your data transfer and send this form to us by fax to (02) 4253 6111 or scan/email to cru@pillar.com.au

☐ **Direct deposit**

Direct deposit number

Date deposited D D / M M / Y Y Y Y

Account name: First State Super - Application account

BSB No: 062000

Account number: 1022 6245

Please include your employer name and employer code with your data transfer and send this form to us by fax to (02) 4253 6111 or scan/email to cru@pillar.com.au

☐ **BPAY®**

Your **Biller Code** and **Reference Number** are available online if you register for Employer Services via our website www.firststatesuper.com.au. Alternatively, you can request these numbers by sending an **email to enquiries@firststatesuper.com.au** or calling Customer Service on 1300 650 873.

Telephone and Internet Banking - BPAY

Contact your bank or financial institution to make this payment from your cheque, savings, debit, or transaction account. More info: www.bpay.com.au

3. Contribution details

Please photocopy this form if you need more room for contribution details. The form is also on the First State Super website.

Member number	Member name	Date of birth	TFN*	Super Guarantee (SG) contributions $	Optional employee contribution (OEE) (after tax) $	Optional employer contribution (OER) (before tax) $
Total contributions payable (must equal 'Amount remitted' as recorded in Section 2 Remittance details)				**$**	**$**	**$**

* only required the first time you complete this form

Signature of authorised person

Name (Print in BLOCK LETTERS)

Date D D / M M / Y Y Y Y

Employer name

Employer code

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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**