

Part B: Information for employers

Making contributions to VicSuper

Your employee has chosen VicSuper FutureSaver, which is part of VicSuper Fund, a complying super fund that can accept superannuation contributions.

Please see the following page of this form for a letter issued by VicSuper Pty Ltd, the corporate trustee of VicSuper Fund, which confirms the Fund is a complying super fund.

VicSuper FutureSaver

There are two account types within VicSuper FutureSaver, depending on how your employee joined. If the individual joined VicSuper through a participating employer they will be an EmployeeSaver member. If the individual joined VicSuper themselves (not through their employer) they will be a PersonalSaver member.

If your employee has an existing VicSuper FutureSaver account, you may commence making contributions on their behalf at any time. If your employee is not yet a member of VicSuper, but would like you to contribute to VicSuper FutureSaver on their behalf, you can create a new account for them if you are a VicSuper participating employer (see below). Alternatively, your employee can join themselves as a PersonalSaver member.

Becoming a VicSuper participating employer

There is no cost to become a VicSuper participating employer. Your employee may then be registered with an EmployeeSaver account and you will have full access to all VicSuper's employer services including VicSuper EmployersOnline. VicSuper does not impose any additional requirements on its participating employers outside of what you are required to do in order to meet legislative superannuation obligations. For example, we do not require our participating employers to make monthly contributions to the Fund.

It is important to note that you not have to become a participating employer to pay superannuation guarantee for your employees. Your employee can join VicSuper themselves as a PersonalSaver member and you can contribute to that account. However, non-participating employers do not have access to VicSuper EmployersOnline.

To join VicSuper as a participating employer, visit vicsuper.com.au/employer or call our Member Centre on **1300 366 216**.

How to make payments

VicSuper participating employers can make SG contributions to VicSuper by:

- cheque
- Electronic Funds Transfer (EFT)
- user initiated direct debit and BPAY® (currently only available to VicSuper participating employers).

Please contact your VicSuper account consultant or call our Member Centre on **1300 366 216** if you would like more information regarding payment by EFT and/or direct debit.

By cheque

Contribution details

When paying contributions on behalf of one or more employees, employers must provide VicSuper with the following details:

- your employer details (employer name, contact name, address and phone number)
- employee surname
- employee given names
- employee's VicSuper member number
- employee/payroll number
- employee date of birth
- contribution period (start date and end date)
- contribution amount by type (ie SG, member post-tax, salary sacrifice etc).

You can supply these details to VicSuper by:

- completing an *Advise VicSuper of contributions and new VicSuper members* form (V105) and mailing this along with a cheque (made payable to VicSuper) to VicSuper. You can download this form from our website at vicsuper.com.au/forms or you can request a copy of the form by calling our Member Centre on **1300 366 216**.
- supplying us with your own listing or electronic data file, as long as all the necessary details are included, and mailing it to VicSuper via post (hard copy or disk are accepted).
- using the contribution processing facility on VicSuper EmployersOnline, VicSuper's secure interactive portal for employers. Please note: VicSuper EmployersOnline is only available for use by VicSuper participating employers.

For files containing multiple employees, please include the total amount for the contributions listed and the number of employees.

Using EFT or direct debit

Please contact your VicSuper account consultant if you would like more information regarding payment by EFT and/or direct debit or call our Member Centre on **1300 366 216**.



1 July 2018

To whom it may concern

Letter of confirmation of complying fund status – VicSuper Fund

This letter confirms that:

- VicSuper Fund is a complying and resident regulated fund within the meaning of the *Superannuation Industry (Supervision) Act 1993* (Cwlth) – SFN 5003/589/94, ABN 85 977 964 496, R1000580
- VicSuper is not subject to a direction under Section 63 of the *Superannuation Industry (Supervision) Act 1993* (Cwlth)
- The Trust Deed of VicSuper Fund permits the acceptance of rollovers of superannuation monies from members
- All amounts transferred into VicSuper Fund will retain their preservation status established in their previous fund. The transferred benefit is fully vested, ie it is credited to the member's personal account
- VicSuper Fund and VicSuper Pty Ltd as corporate trustee of VicSuper Fund are subject to the *Superannuation Industry (Supervision) Act 1993* (Cwlth) and the *Corporations Act 2001* (Cwlth) and are regulated by the Australian Prudential Regulation Authority (APRA) and the Australian Securities & Investments Commission (ASIC)
- the Unique Superannuation Identifier (USI) for VicSuper FutureSaver is 85977964496001

VicSuper Pty Ltd ABN 69 087 619 412 has issued this letter in its capacity as Trustee of VicSuper Fund ABN 85 977 964 496. The Trustee holds an Australian Financial Services Licence (237333) under the *Corporations Act 2001* (Cwlth).

Yours sincerely

Michael Dundon
Chief Executive