



Small Business Handbook

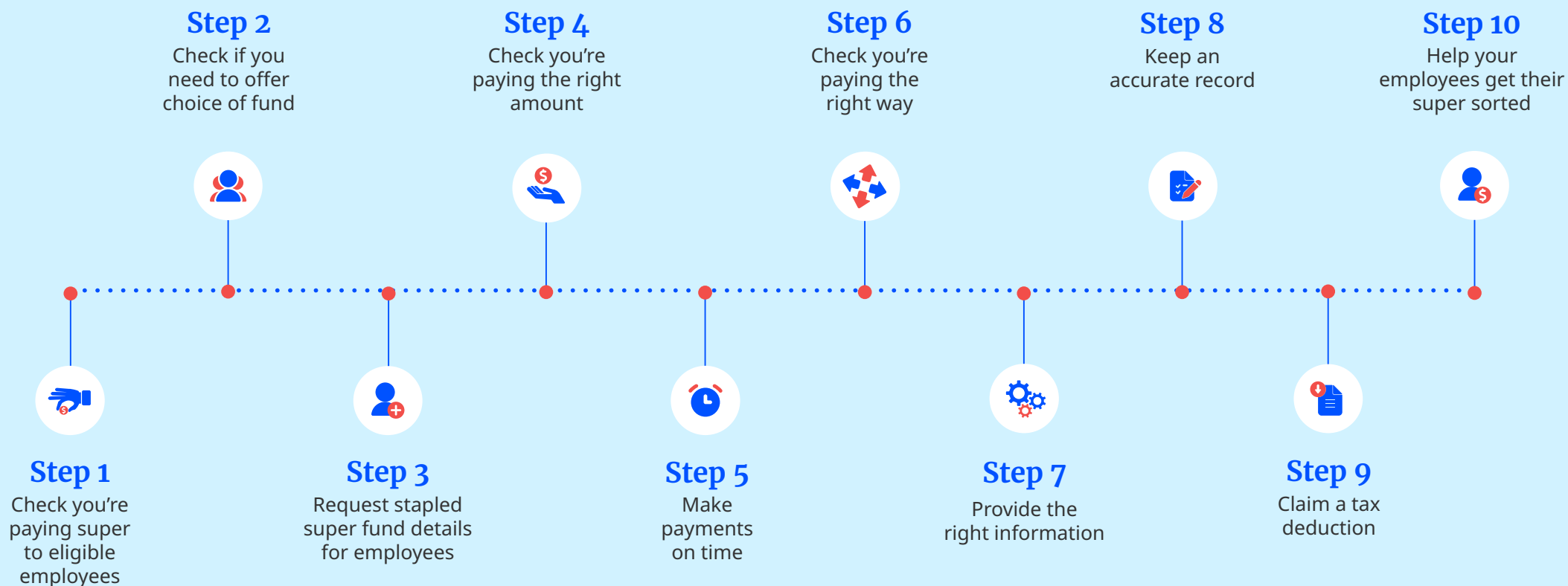
Your guide for managing super

As a fund that puts your business and your people first, we're here to help you stay on top of your employer super obligations and help your team grow their super savings and retirement income.

- [Why Australian Retirement Trust?](#)
- [Resources for employers](#)
- [Join Australian Retirement Trust Employer Online](#)

GET STARTED

Set your business up for super success in 10 easy steps





Handy tip:

Get help to work out your employees' eligibility with the ATO's SG [eligibility decision tool](#).



Step 1

Pay super to all eligible employees

Most of your employees should be covered by the Superannuation Guarantee (SG) legislation.

Your employees may be eligible for SG payments regardless of how much they earn. The \$450 per month eligibility threshold for when SG is paid has been removed.

You only need to pay super for workers under 18 when they work more than 30 hours in a week.



What is a superannuation guarantee (SG)? SG is the minimum amount of super you pay for an eligible employee on top of their wages.



Important information: You are required to pay SG for permanent and casual employees where they are:

- > either at least 18 years old or under 18 and working more than 30 hours per week.



Handy tip:

If you're unsure about the award or industrial agreement that covers your employee, visit [fairwork.gov.au](https://www.fairwork.gov.au)



Step 2

Check if you need to offer choice of fund

Most employees have the right to choose which super fund will receive their SG contributions.

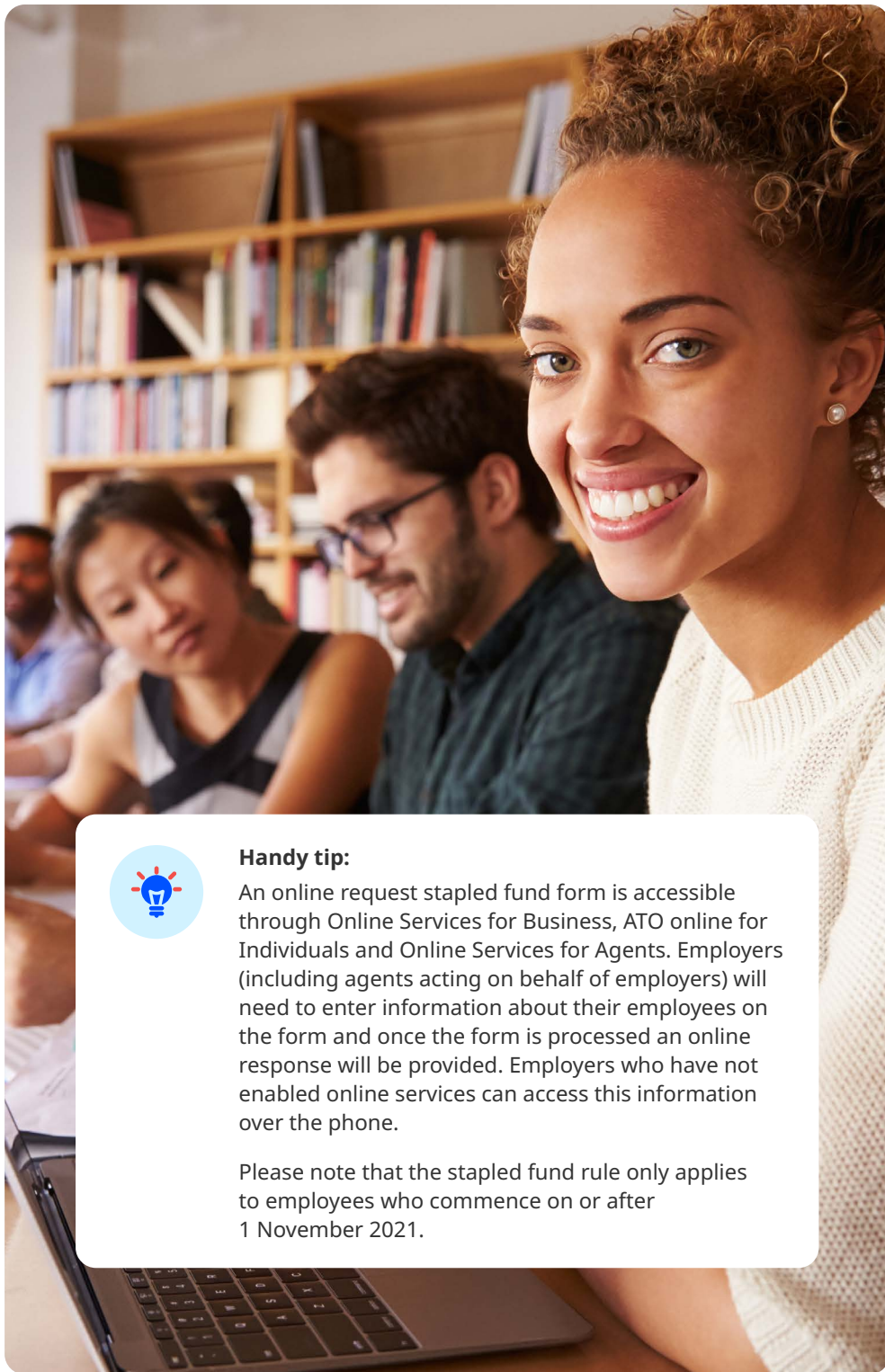
Generally, you need to offer your employees a choice of super fund if they are:

- employed under a federal award
- employed under a former state award (known as NAPSA)
- employed under an award or industrial agreement that does not require super contributions not employed under any state award or industrial agreement.

Sometimes, contractors can also be regarded as eligible employees for super purposes.



Important information: When you employ new staff, you'll need to check if they're eligible to choose a super fund and you may need to request details from the ATO where they do not make a valid choice of fund. For further information read Step 3 on page 5 of this document or visit the [ATO website](https://www.ato.gov.au)



Handy tip:

An online request stapled fund form is accessible through Online Services for Business, ATO online for Individuals and Online Services for Agents. Employers (including agents acting on behalf of employers) will need to enter information about their employees on the form and once the form is processed an online response will be provided. Employers who have not enabled online services can access this information over the phone.

Please note that the stapled fund rule only applies to employees who commence on or after 1 November 2021.



Step 3

Request stapled super fund details for employees

Employers who employ new staff may require additional steps to comply with choice of fund rules for employees that don't choose a super fund.

What is stapling?

Single Default Account ('stapling') is a new super legislation where employees will keep their same super account (if they have one) when they change jobs, unless they choose their preferred fund.

How does stapling work?

[Click here](#) to download our stapling infographic - a diagram that explains how the new stapling obligations apply to new employees and existing employees from 1 November 2021.

For more information about stapling and how it works visit the [ATO website](#).



Important information: Where an employee does not make a choice of super fund and the ATO advises there is no stapled fund, employers must make super contributions into their default fund.



Step 4

Check you're paying the right amount

The amount of super you must pay employees is set out by law. This is set at 11% of each employee's ordinary time earnings from 1 July 2023.



'Ordinary time earnings' (OTE) is generally what employees earn for 'ordinary' hours of work, including over-award payments, commissions, certain allowances, and paid leave, but not including overtime in most cases.



Important information: The SG rate is scheduled to increase by 0.5% each financial year until it reaches 12% p.a. by 1 July 2025.

→ [Find out more about the SG rate increase](#)

Additional contributions: Some of your employees may ask you to pay an extra portion of their salary or wages into super, either on a before tax (salary sacrifice) or after tax (member voluntary) basis.

While you can't provide financial advice to your employees, they can easily find out if adding a little extra into their super could reduce their income tax, or if they may be eligible for an extra super contribution from the Government to help them achieve their dream retirement.

→ [Find out more at australianretirementtrust.com.au/contribute](https://australianretirementtrust.com.au/contribute)



Important information: If you have employees aged 67 or over, they'll need to meet the Work Test[^] in order to claim a tax deduction on voluntary after-tax contributions. This eligibility requirement will be assessed by the ATO when they submit their income tax return.

[^]An employee must work at least 40 hours over a period of 30 consecutive days, during the income year the contribution were made (or during the previous financial year, under a one-off exemption available to fund members with a 'total superannuation balance' under \$300,000).

← [Back to start](#)



Handy tip:

- Use the [ATO checklist](#) to help calculate OTE.
- Employees can use our [contributions calculator](#).



Step 5

Pay on time

Staying on top of **payment deadlines** and other dates is important. There are penalties and fines for missing SG payments on time.



Important information: You must pay SG at least four times a year by the quarterly due dates. If you don't pay the SG on time, you may have to pay the super guarantee charge (SG charge).

When to pay: Employers that are not required to contribute on a monthly basis under an award or industrial agreement can choose to make quarterly contributions.

SG quarter	Date payment due
1 July – 30 September	28 October
1 October – 31 December	28 January
1 January – 31 March	28 April
1 April – 30 June	28 July

What happens if you miss your SG payments?: If you miss the SG deadlines, you may have to pay the **SG charge**. The SG charge isn't tax deductible. While we do accept the payment of SG contributions after the due date, you will still be liable to pay the SG charge to the ATO.



Important information: Find out more about how the ATO deal with **missed and late payments**

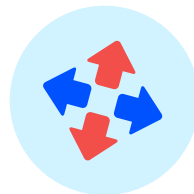
If you are audited by the ATO, Australian Retirement Trust is unable to return your late payment.



Handy tip:

At Australian Retirement Trust we are here to help meet your super obligations as an employer, so you can get back to focusing on your business faster.

- Join Australian Retirement Trust Employer Online to help make the task of super payments faster and easier.
- Upgrade to Australian Retirement Trust Clearing House to take the hassle out of making numerous payments to multiple employees with different super funds.



Step 6

Check you're paying the right way



SuperStream: All employers are required to send contribution data and payments in an electronic format that the fund is willing to accept. For Australian Retirement Trust, this excludes paper, email and cheque methods of payment and data supply.

How Australian Retirement Trust can help



Australian Retirement Trust Clearing House: If you have multiple employees with different super funds, our Clearing House can take the hassle out of making multiple payments. You can make one single transaction for all your employees – whether they're a member of Australian Retirement Trust or not.

- [Learn more about the Australian Retirement Trust Clearing House](#)
- [Download the Australian Retirement Trust Clearing House PDS](#)



Australian Retirement Trust Employer Online: Allowing you to pay your employees' super by Direct debit or BPAY®. Employer Online is a simple and secure way to manage your super payments online.

- [Learn more about Employer Online](#)
- [Register for Employer Online](#)



Step 7

Provide the right information

Provide Tax File Numbers (TFNs)

Providing your employees' TFNs is very important.

When an employee has given you their TFN, the law requires that you pass it on to their super fund.

It is generally required that you do this when you next make a contribution for any employee who has given you their TFN.

However, if you receive an employee's TFN within 14 days of sending your contribution, then you have up to 14 days from receiving the TFN to pass it on to the fund.

If you don't provide your employees' TFNs, they may pay more tax on their super than necessary and we won't be able to accept any voluntary contributions on their behalf.



Important information: Your TFN responsibilities are to:

- > accept TFNs from your employee
- > respect the privacy of employees who quote you their TFN
- > pass on their TFN when you next make a contribution to the employee's superannuation fund



Step 8

Keep an accurate record

You are required to keep records that explain your super transactions, including documents that show how you calculated the amount of super you paid for each employee.



Important information: Records need to be easily accessible and kept in English, or in a format easily converted. Records must be kept for five years.



Step 9

Claim a tax deduction

You can claim a tax deduction for super payments you make for employees in the financial year in which you make them. Contributions are considered paid when the super fund receives them (it's not enough that the money has left your bank account).



Handy tip:

In order to allow sufficient time for the funds to be transferred and received before the due date, generally payments should be made by 3pm at least 5 business days prior.



Step 10

Help your employees get their super sorted

Helping your employees to get on top of their super can be a great way to connect and grow your relationship, whether they're just starting out or preparing for retirement.

Here are some ways to help your employees who are Australian Retirement Trust members manage their super savings:



Australian Retirement Trust employee toolkit: This easy-to-use guide can help your employees understand and make the most of their superannuation.

→ [Download to email to your employees](#)



Mobile app: Your employees can download and setup the Australian Retirement Trust app to manage their future money.

→ [Download the mobile app](#)



Calculators: We have a range of calculators to help your employees make the most of their super. After all, it's their future money.

→ [View the calculators](#)

Forms and documents:

A selection of useful forms and documents for your employees to manage their super.

For new starters

- [Standard choice of fund form](#)
- [Join Australian Retirement Trust online](#)
- [How Australian Retirement Trust compares](#)
- [Super Savings PDS](#)

For retiring employees

- [How to access your super](#)

For all employees

- [Find your other super](#)
- [Combine your super](#)
- [Choose an investment strategy](#)
- [Nominate a beneficiary](#)
- [Get a Government boost](#)
- [Make an extra contribution](#)
- [Get some financial advice](#)
- [Take your super with you](#)

Why Australian Retirement Trust?

Australian Retirement Trust is one of Australia's largest super funds and proud to take care of over \$240 billion in retirement savings for more than 2.2 million members. As a fund that works for members, not shareholders, we work in members' best interests, and are committed to returning profits to them as lower fees and better services.

Whether our members are starting out their working life, already retired, or somewhere in between, we'll guide them to help ensure they're secure, confident and protected. We'll leverage our size and scale to be a force for good to make our members' world better, seeking out investments to guard and grow their savings and retirement income.



● A fund that works for you, not shareholders. ●



Important information: Before you offer your employee the option to choose a super fund, the ATO requires that you have a fund you will pay their super into if they can't or don't choose their own fund. This fund is called your employer-nominated or default fund.

Employer resources



Australian Retirement Trust Employer Online - Join Australian Retirement Trust Employer Online to easily manage your employees' super payments securely online. Employer Online allows you to pay your employees' super by direct debit or BPAY® payment option.

→ [Learn more about Employer Online](#)

→ [Register for Employer Online](#)



Australian Retirement Trust Clearing House - Upgrading to our Clearing House can take the hassle and hours of repetitive work out of making numerous payments to multiple employees with different super funds. When you use our Clearing House, you can make one single transaction for all of your employees – whether they're a member of Australian Retirement Trust or not.

→ [Learn more about Australian Retirement Trust Clearing House](#)



Forms and documents - For everything from changing your company details to making a change to your employee super details.

→ [Download a range of Australian Retirement Trust forms and documents](#)



Events and seminars: Throughout the year, we hold a range of employer events and seminars to keep you informed about changes in superannuation legislation.

During the events, we have experts on hand to answer any questions you might have on employee financial wellbeing, investment markets and Australian Retirement Trust's employer solutions

→ [View our calendar of events](#)



Get help with your employer obligations:

Help is only a phone call away.

→ [13 11 84](#)

Important numbers

Fund ABN	60 905 115 063
USI	60 905 115 063 003



📞 13 11 84

australianretirementtrust.com.au

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