

# File specifications for ART Clearing House and Employer Online web upload



13 11 84 art.com.au

One of the benefits of having Australian Retirement Trust as your default superannuation provider is access to our Employer Online and clearing house services (for eligible employers). These facilities allow you to streamline your contribution payment and account administration process and, when used together, can assist you to meet your SuperStream obligations.

SuperStream may require that you provide additional member data. We have outlined these fields on the following page. Providing this data also helps us process your contributions more quickly.

## Upload a file direct from your payroll system

We can accept many different file formats, including the ATO's SuperStream Alternative File Format (SAFF). Simply generate your file from your payroll system with a separate column for each field. Though headings aren't mandatory, we encourage you to use them.

Once you have a test file ready please provide a sample superannuation file by emailing it, along with your employer number, to [clearinghouse@australianretirementtrust.com.au](mailto:clearinghouse@australianretirementtrust.com.au). If you are unable to provide a sample data in your file, please upload it through our secure '[Contact Us](#)' page on our website. We will attempt to configure your account to read your test file and will then contact you with a response.

## Tips for making your contributions quicker and easier

- File needs to be saved in a **.txt**, **.csv**, **.xls** or **.xlsx** file format.
- Files over 10MB should be uploaded in a compressed zip folder.
- Display one employee per line, with a separate column for each piece of information.
- If you are using Excel to open your **.csv** file, you may find that you encounter problems with numbers longer than 11 digits. To avoid this, please ensure you do not open the file prior to uploading to Employer Online. You can still make changes to your data once it appears in the contribution's wizard.

## Glossary of terms (examples and guides)

Field Heading Name	Field Length	Example Text & Format	Comments	Display priority
USI <sup>1</sup>	16	STA0100AU or 6571439489001	Previously known as Fund ID, fund code, clearing house code or SPIN.	Mandatory if using ART Clearing House

**Disclaimer and disclosure:** This fact sheet has been prepared and issued by Australian Retirement Trust Pty Ltd ABN 88 010 720 840 AFSL No. 228975. Australian Retirement Trust Clearing House is issued by Precision Administration Services Pty Ltd (Precision) (ABN 47 098 977 667, AFSL No. 246 604). Precision is wholly owned by Australian Retirement Trust Pty Ltd (via its custodian) as Trustee for Australian Retirement Trust (ABN 60 905 115 063). The information about Australian Retirement Trust Clearing House in this communication was prepared by Precision. All other information was prepared by Australian Retirement Trust Pty Ltd. While it has been prepared with all reasonable care, no responsibility or liability is accepted for any errors, omissions or misstatements however caused. This fact sheet contains general advice and does not take into account the investment objectives, financial situation or needs of any particular individual or business. You should consider if the advice is appropriate to your own circumstances before acting on it. You should also consider the relevant Product Disclosure Statement (PDS) and Target Market Determination (TMD) before deciding to acquire or continue to hold any financial product. For a copy of the PDS, TMD or Privacy Policy, please phone 13 11 84 or go to [australianretirementtrust.com.au](http://australianretirementtrust.com.au)

# File specifications for ART Clearing House and Employer Online web upload



13 11 84 art.com.au

Field Heading Name	Field Length	Example Text & Format	Comments	Display priority
PayrollID	15	1234	Employees payroll number	Preferred
MemberID	9 15	900123456 000123456789100	ART member number Choice member number	Preferred if employee has a member number
<b>FamilyName</b>	<b>30</b>	<b>Johnson</b>	<b>Text only</b>	<b>Mandatory</b>
<b>GivenNames</b>	<b>30</b>	<b>Mary-Lou</b>	<b>Text only</b>	<b>Mandatory</b>
OtherGivenNames		Elizabeth	Text only	Preferred if applicable
<b>DOB</b>	<b>10</b>	<b>01/01/1970</b>	<b>Preferred format is DD/MM/YYYY</b>	<b>Mandatory</b>
<b>Gender</b>	<b>1</b>	<b>F</b>	<b>Text only</b>	<b>Mandatory</b>
Superannuation Guarantee Amount	10	150.26	Employer SG contribution	Supply if applicable
Salary Sacrifice	10		Salary Sacrifice	Supply if applicable
Personal Contributions Amount	10	0.00	Member Voluntary contribution	Supply if applicable
Employer Award	10	120.00	Employer Award	Supply if applicable
Employer Voluntary	10	50.00	Employer Extra	Supply if applicable
<b>Address Type<sup>2</sup></b>		<b>RES</b>	<b>POS = Postal address RES = Residential address</b>	<b>Mandatory</b>
<b>Address1</b>	<b>30</b>	<b>1 Sample Street</b>	<b>If data is entered in this field, then Suburb, State &amp; Postcode must also be completed</b>	<b>Mandatory</b>
Address2	30		If data is entered in this field, then Suburb, State & Postcode must also be completed	Supply if applicable
Address3	30		If data is entered in this field, then Suburb, State &	Supply if applicable

**Disclaimer and disclosure:** This fact sheet has been prepared and issued by Australian Retirement Trust Pty Ltd ABN 88 010 720 840 AFSL No. 228975. Australian Retirement Trust Clearing House is issued by Precision Administration Services Pty Ltd (Precision) (ABN 47 098 977 667, AFSL No. 246 604). Precision is wholly owned by Australian Retirement Trust Pty Ltd (via its custodian) as Trustee for Australian Retirement Trust (ABN 60 905 115 063). The information about Australian Retirement Trust Clearing House in this communication was prepared by Precision. All other information was prepared by Australian Retirement Trust Pty Ltd. While it has been prepared with all reasonable care, no responsibility or liability is accepted for any errors, omissions or misstatements however caused. This fact sheet contains general advice and does not take into account the investment objectives, financial situation or needs of any particular individual or business. You should consider if the advice is appropriate to your own circumstances before acting on it. You should also consider the relevant Product Disclosure Statement (PDS) and Target Market Determination (TMD) before deciding to acquire or continue to hold any financial product. For a copy of the PDS, TMD or Privacy Policy, please phone 13 11 84 or go to [australianretirementtrust.com.au](http://australianretirementtrust.com.au)

# File specifications for ART Clearing House and Employer Online web upload



13 11 84 art.com.au

			Postcode must also be completed	
Address4	30		If data is entered in this field, then Suburb, State & Postcode must also be completed	Supply if applicable
Locality	28	Milton	<b>If data is entered in this field, then Address1, State &amp; Postcode must also be completed</b>	<b>Mandatory</b>
State	3	Qld	<b>Only mandatory if country is Australia</b>	<b>Mandatory</b>
PostCode	4	4564	<b>Only mandatory if country is Australia</b>	<b>Mandatory</b>

Field Heading Name	Field Length	Example Text & Format	Comments	Display priority
Country		Australia		Mandatory
TFN	9	123456789	<b>Mandatory unless employee has elected not to provide TFN to the fund or has not provided it for employment purposes</b>	<b>Mandatory<sup>3</sup></b>
EmploymentStartDate	10	01/01/2014	Preferred format is DD/MM/YYYY	Preferred
AnnualSalaryForInsurance		60000.00	Should not be in currency format	Preferred
EmploymentEndDate	10	15/03/2014	Preferred format is DD/MM/YYYY	Preferred if applicable
EmploymentStatus	30	Full-time	Preferably displayed as either: Part-time, Full-time, or Casual	Preferred
Email		email@address.com		Preferred
Mobile		0404 000 000	<b>Mobile or Landline is mandatory</b>	<b>Mandatory if landline not provided</b>

**Disclaimer and disclosure:** This fact sheet has been prepared and issued by Australian Retirement Trust Pty Ltd ABN 88 010 720 840 AFSL No. 228975. Australian Retirement Trust Clearing House is issued by Precision Administration Services Pty Ltd (Precision) (ABN 47 098 977 667, AFSL No. 246 604). Precision is wholly owned by Australian Retirement Trust Pty Ltd (via its custodian) as Trustee for Australian Retirement Trust (ABN 60 905 115 063). The information about Australian Retirement Trust Clearing House in this communication was prepared by Precision. All other information was prepared by Australian Retirement Trust Pty Ltd. While it has been prepared with all reasonable care, no responsibility or liability is accepted for any errors, omissions or misstatements however caused. This fact sheet contains general advice and does not take into account the investment objectives, financial situation or needs of any particular individual or business. You should consider if the advice is appropriate to your own circumstances before acting on it. You should also consider the relevant Product Disclosure Statement (PDS) and Target Market Determination (TMD) before deciding to acquire or continue to hold any financial product. For a copy of the PDS, TMD or Privacy Policy, please phone 13 11 84 or go to [australianretirementtrust.com.au](http://australianretirementtrust.com.au)

# File specifications for ART Clearing House and Employer Online web upload



☎ 13 11 84 | [art.com.au](http://art.com.au)

Landline	07 3333 0000	Mobile or Landline is mandatory	Mandatory if mobile not provided
----------	--------------	---------------------------------	----------------------------------

1. This column is only required for Australian Retirement Trust Clearing House employers. If you are not registered to pay external contributions leave this column blank or remove it.
2. To comply with SuperStream, you must provide the employee's residential address with each payment. Australian Retirement Trust can still accept the payment if a postal address is provided.
3. Refer to [ato.gov.au](http://ato.gov.au) for obligations regarding your employee's tax file numbers.

## We're here to help

If you have any further questions regarding Australian Retirement Trust Clearing House or Employer Online, please call us on **1800 316 585**.

**Disclaimer and disclosure:** This fact sheet has been prepared and issued by Australian Retirement Trust Pty Ltd ABN 88 010 720 840 AFSL No. 228975. Australian Retirement Trust Clearing House is issued by Precision Administration Services Pty Ltd (Precision) (ABN 47 098 977 667, AFSL No. 246 604). Precision is wholly owned by Australian Retirement Trust Pty Ltd (via its custodian) as Trustee for Australian Retirement Trust (ABN 60 905 115 063). The information about Australian Retirement Trust Clearing House in this communication was prepared by Precision. All other information was prepared by Australian Retirement Trust Pty Ltd. While it has been prepared with all reasonable care, no responsibility or liability is accepted for any errors, omissions or misstatements however caused. This fact sheet contains general advice and does not take into account the investment objectives, financial situation or needs of any particular individual or business. You should consider if the advice is appropriate to your own circumstances before acting on it. You should also consider the relevant Product Disclosure Statement (PDS) and Target Market Determination (TMD) before deciding to acquire or continue to hold any financial product. For a copy of the PDS, TMD or Privacy Policy, please phone 13 11 84 or go to [australianretirementtrust.com.au](http://australianretirementtrust.com.au)