

## Superannuation

Superannuation (super) is money you pay for your workers to provide for their retirements. If your business employs people, make sure you know the requirements for paying super. On this page you'll find out what you need to do when paying super for employees. Learn about fund choices, making super contributions and using SuperStream.

### Super for employers:

Super is money you pay for your workers to provide for their retirements.

If you pay an employee \$450 or more before tax in a calendar month, you have to pay super on top of their wages. All employees are covered by the superannuation guarantee. It applies to full-time, part-time and casual workers.

The minimum you must pay is called the super guarantee (SG). The SG is currently 9.5% of your employee's base earnings ([ordinary time earnings](#)).

As an employer, you need to:

- pay super contributions for eligible employees four times a year, by the quarterly due dates, or more frequently if required. Some [contractors](#) may also be entitled to super
- pay and report super electronically in a standard format, ensuring you meet SuperStream requirements
- pay super to complying super funds
- check if employees are eligible to choose their own super funds provide eligible employees with a Standard choice form
- advise employees of your employer nominated fund, also known as your default fund. Where employees do not nominate their choice, or until they do, pay their super guarantee into your default fund
- give the [employee's tax file number](#) (TFN) to their super fund within 14 days of receiving their TFN declaration form. If you don't make contributions during this period, you can provide the TFN when you make the contributions
- [keep records](#) of super contribution payments and evidence that you offered a choice of super fund to eligible employees

### Providing a choice of super fund:

All employers must offer eligible employees a [choice of super fund](#) when they start. You'll need to:

1. Identify new employees who are eligible to choose.
2. Provide eligible employees with a [Standard choice form](#).
3. Act on your employee's choice of super fund.

### Paying by the super due dates:

Due dates for super contributions each quarter are:

- 28 January
- 28 April
- 28 July
- 28 October

Where the due date falls on a weekend or public holiday, the due date is the next business day. If you don't make your superannuation contributions by these dates, you'll face penalties.

**Using SuperStream to pay super:**

If you have employees, you must use SuperStream (the superannuation data and payment standard) to pay super. SuperStream makes it easier to make super contributions. For many employers, you'll be able to make all your contributions in a single transaction (to multiple super funds).

Under SuperStream, you need to:

- send all super data electronically (such as employee details and the amount of super being paid)
- make contribution payments electronically
- link data and money with a unique payment reference number
- send data and payments on the same day

Some options to help you meet the standard include:

- upgrading your software so that it complies with the standard
- using a service provider that can meet the standard for you
- getting advice from your super fund on how your business can meet the standard

**Single touch payroll:**

Single touch payroll (STP) is a new way of reporting tax and superannuation information to the ATO. Employers will report their employees' payroll information, such as salaries and wages, pay as you go (PAYG) withholding and super information to the ATO each time you pay them.

From 1 July 2018 STP-reporting became mandatory for large employers with 20 or more employees.

On 1 July 2019 it came into effect for employers with 19 or fewer employees. There is a transitional period available for all employers.

Micro employers with fewer than four employees have additional options, including low cost or no cost products, or reporting quarterly through their registered tax or BAS agent.

**Free clearing house service:**

If you're you a small business owner with 19 or fewer employees or have an annual turnover of less than \$10 million, the Small Business Superannuation Clearing House (SBSCH) is a free service you can use to make your superannuation guarantee contributions. The SBSCH makes it easy to pay all your super contributions online in one payment. It also gives you 21 days to pass on your employee's choice of fund and is SuperStream compliant.

**Paying super to yourself as a sole trader or partner:**

If you're a sole trader or a partner in a partnership, you can choose whether you pay super to yourself. You don't have to make super contributions to a super fund for yourself, however it is a good idea. You may want to consider super as a way of saving for your retirement.

## You as An Employer Should

Paying super is an important part of being an employer.

Here's how to run a quick check of your super to make sure you've got everything sorted

1. Check your paying for the right people.
  - you need to pay super for all of your eligible workers.
  - most employees such as full-time, part-time, casual and some contractors are eligible for super.
2. Check your paying the right amount.
  - you need to pay a minimum of 9.5% of their ordinary time earnings
3. Check you're paying on time
  - at a minimum you need to pay super quarterly.
  - some super funds, awards or agreements may require more frequent payments
4. Check you're paying to the right place.
  - you must pay super into a complying super fund or Retirement Savings Account.
  - your workers may be entitled to choose their own fund, and if so, you must offer them a choice of fund.
5. Check you're paying the right way.
  - all employers must use SuperStream when paying super.
  - this will allow you to send your super payments electronically, paying all of your employees' super and sending all their information through one channel. Its easier and will save you time.
  - you need to keep records to show you've met your obligations, including how much you paid, when you paid, and that you offered a choice of fund.

Australian Taxation Office offer a range of online tools and calculators to help you understand your super obligations in more detail.

For more information please visit:

[www.ato.gov.au/superquickcheck](http://www.ato.gov.au/superquickcheck)

## Superannuation standard choice form

This form is for employers to advise employees of the employer's nominated fund, and for employees to tell an employer of their choice of fund (NAT 13080).

The standard choice form is for use by both employers and employees.

### Employers

Use the form to offer eligible employees their choice of superannuation (super) fund. You must fill in the details of your nominated super fund, also known as your default fund, before giving the form to an employee.

### Employees

Use the form to advise an employer of your choice of super fund. You need to provide the information requested so your employer can make contributions to your nominated super fund.

### How to complete this form

Employees can access and complete pre-filled forms through either:

- ATO online services via myGov
  - access the forms through the Employment menu
  - the employer's Australian business number (ABN) and their default fund's unique superannuation identifier (USI) will be needed to complete this form
  
- their employer's employee commencement-enabled payroll software, if available.

### Next steps:

- Download the [Standard choice form \(NAT 13080, PDF 328KB\)](#)[This link will download a file](#)
- Enter data electronically and then print the form out – you cannot save an electronic copy after you have typed data into this form.

If you can't download the form you can:

- [order a copy online](#) – search for NAT 13080
- order a paper copy by phoning our publications ordering service on 1300 720 092.

### SuperStream

This form collects information that employers will need when using SuperStream.

SuperStream is the way employers pay contributions and send information to super funds.