
Information for employers

You must keep this form for up to five years. Don't send it to us or the Australian Taxation Office (ATO).

You must pay super contributions for all new employees into their chosen super fund or, if they haven't chosen a fund, their stapled super fund.

To find out if your new employee has a stapled account, search ATO online services.

If your new employee doesn't choose a fund or have a stapled fund, you can pay their super contributions to your nominated/default fund.

You must start making super contributions on behalf of your employee within two months of being given this form.

You may face penalties if you don't meet your super obligations, including paying your employee super guarantee contributions.

Existing CareSuper members

You don't have to provide us with an employee's existing CareSuper member number, but this information may make it easier for us to find their account when allocating contributions.

New CareSuper members

Your employee doesn't need to set up a new account with us before you contribute for them. The SuperStream system will automatically set up a new member account.

How to pay contributions into CareSuper

You can make super payments within our clearing house by either uploading a contribution file or by direct entry.

Our clearing house is the easy way to pay super into a bunch of funds with just one transaction.

It's a SuperStream-compliant system, and any CareSuper employer can use it. Signing up is free and takes just five minutes.

If you have any questions or need more information call us on **1800 005 166**.

CareSuper compliance statement

The trustee confirms that we:

- are a complying, resident and regulated super fund within the meaning of the *Superannuation Industry (Supervision) Act 1993*
- may be nominated as a default fund, as we're MySuper authorised, and meet the minimum statutory insurance cover requirements
- can accept all types of super contributions, and accepts transferred and rolled over benefits, with no minimum benefit amount.



Return the completed, signed and dated form to your employer.