

FirstChoice Employer  
Super Clearing House

# Employer data requirements

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## An employer's responsibility to their members

Part of your obligation as an employer is to pay a superannuation guarantee.

If an employee has not completed a Super choice fund nomination form, you must search for the employee's stapled fund. If they have a stapled fund, then you must pay into that super fund. If they don't have a stapled fund, then you must pay into your employer-nominated fund (default fund) by the due date (28th of the month following end of quarter).

For more information on your business obligations and super for employees visit the [Australian Taxation Office website](#).

## What is a default member versus a choice member?

Employers must offer a choice of superannuation fund to all eligible employees. To meet this obligation, employers need to identify their eligible employees; provide a Super choice fund nomination form to their eligible employees; and act on an employee's choice.

A default member is an employee who is set up with an FirstChoice Employer Super account under the employer plan/scheme.

A choice member is any employee whose chosen superannuation account is not under the employer's FirstChoice Employer Super plan/scheme.

This means the employee may hold an account in an external/non-FirstChoice fund or SMSF, FirstChoice employer account from a previous employer or they may have an existing account with CFS wholesale super, but that account is not related to the Employer plan/Scheme, then they are a choice member.

If an employee provides the employer with incorrect details for their superannuation fund, such as membership number or superannuation fund details, then the superannuation fund may return the payment. This results in missed and late super guarantee payments.

## What is a USI?

The Unique Superannuation Identifier (USI) is used to uniquely identify a superannuation fund's products and/or channel for sending data and payments.

For FirstChoice Employer Super the USI is FSF0361AU. A list of available USIs for APRA-regulated superannuation funds can be found at the ATO website:

<https://superfundlookup.gov.au/Tools/USI>

## FirstChoice Employer Super will not process member personal detail updates

When employers update their Employee personal data in the FirstChoice Employer Super Clearing house, employees will need to ensure they also inform their Superannuation fund of these changes. Data may be updated in some scenarios when it benefits the member. The employee is responsible for keeping their detailed personal records up to date and will need to notify their Super Fund directly. For a new employee record, submitted via FirstChoice Employer Super Clearing House, we will accept their personal and contact details.

Member personal details which may not be updated, unless the member notifies CFS directly, include:

- Title
- Given name/Family name
- Gender
- Date of birth
- Postal and Residential address
- Email address
- Mobile and phone number
- Tax File Number (TFN)

For a new employee we will continue to record employee personal and contact details.

It's important that you continue to keep your records up to date (payroll and FirstChoice Employer Super Clearing House) even though FirstChoice Employer Super internal systems won't be updated.

The employee can easily login to their account and update their member personal details online. They received their login details in their welcome kit when the account was set up.

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## What to tell your employees

It is important that you remind your employees to keep their members' personal and contact details updated with their choice of fund and with FirstChoice Employer Super.

## What are the data validations for new and existing members?

Make sure you have all the employee information you require before creating a member record. If you have not previously provided the below mandatory information for an existing member, you may be required to make updates to mandatory fields before paying superannuation guarantee. It is important that you record the correct Member ID for an existing member to ensure accurate administration of member entitlements.

Mandatory data fields for employers who are submitting on behalf of members contributing to FirstChoice Employer Super. The below table outlines some of the tasks which you should update regularly, particularly when an employee has a pay rise, or has changed their address or their working hours:

Field name	Mandatory/Optional for FCES	Additional Rules
Last Name	Mandatory	
First Name	Mandatory	
Gender	Mandatory	
Date of Birth	Mandatory	
Residential address	Mandatory	
Address Line 1	Mandatory	
Suburb	Mandatory	
Postcode	Conditional Mandatory	Mandatory for Country type Australia
State	Conditional Mandatory	Mandatory for Country type Australia
Mobile	Mandatory	
Email	Mandatory	
Country	Mandatory	
Employment start date	Mandatory	
Date Joined Plan	Mandatory	
Salary \$	Mandatory	
Weekly Hrs	Mandatory	
Collar Type	Mandatory	
Employment Status	Full time, part time, casual or contractor	If contractor then must add is > or <12 months

For more information on classifying occupations (Collar Type) visit the CFS website [CFS Occupational Ratings Guide](#) for insurance.

## Appendix A: Contributions Data Guide

Field name	Employee details	Additional rules for FirstChoice Employer super
<b>Title</b>	Accepted values: Mr, Mrs, Ms, Miss, Master, Doctor	
<b>First name</b>	Employee first name	
<b>Surname</b>	Employee surname	
<b>Date of birth</b>	Employee date of birth	Must be 14 years or older at time of joining
<b>Gender</b>	Accepted values: Male, Female	Must be Male or Female for insurance reasons
<b>Tax file Number</b>	Must be provided where the employee has provided to the employer	
<b>Address code</b>	residential or postal	Must be residential address
<b>Address Line 1</b>	Employee address – first line	
<b>Address Line 2</b>	Employee address – additional line if required	
<b>Suburb</b>	Employee address – city or suburb	
<b>Postcode</b>	Employee address – Australian postcode	
<b>State</b>	Employee address - Australia state or territory: NSW, VIC, QLD, ACT, SA, WA, NT, TAS	
<b>Country</b>	Employee address – country – Australia	Must be Australian address
<b>Mobile</b>	Employee's mobile number if employee provided	
<b>Email</b>	Employee's email address if employee provided	
<b>Employment End Date</b>	Employee employment end date – can only be today's date or prior date	
<b>Member account number</b>	Employee's super fund membership or account number if provided	Leave blank for new Firstchoice employer super account

### More information

For further assistance, access the User Reference Guide in the clearing house portal.

### Contact

FirstChoice Employer Super Services on 1300 654 666, 8:30am – 6pm AEST Monday to Friday.

#### Important information

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