

It may take time to collect the information and get used to the new system. If any information is incomplete or incorrect, the super payment is likely to be rejected. Starting sooner also means you can enjoy the benefits sooner.

Step 1 – Choose an Option

To use SuperStream, you need to pay super electronically. If you're already doing this, you may only need to refine your system. There are three main options:

1. Your super fund's online system. Large super funds have online payment services you can use. Check with your fund.
2. A super clearing house pays super to your employees' funds for you. You make a single payment to the clearing house and they do the rest. If you are a small business entity, with nineteen or fewer employees, or have an annual aggregated turnover of less than \$2 million, it is recommended that you use the Australian Taxation Office's free Small Business Super Clearing House. You can also choose from several commercial options. Your super fund may have a clearing house you can use. Talk to your fund to see what they offer.
3. Your payroll system. If you use a payroll system, check with your system provider that it's SuperStream ready. You may need to update your system.

Remember, even though others may pay super for your employees, you're still responsible to ensure they pay it correctly.

Step 2 – Collect Information

You will need to collect some information from your employees to use SuperStream. This is in addition to the information you may already use to pay super.

Once you have this information, enter it into your system, along with all other details, and you're ready to use SuperStream.

You only need to collect this information for current employees. New employees who choose their super fund will fill out a standard choice form, which will have all the information you need. If you don't have it already, ask your employees for their:

- Fund ABN
- Tax File Number
- Unique Superannuation Identifier (USI)

If your employees have a self-managed super fund (SMSF), they need to give you:

- Fund ABN
- Fund Bank Account Details
- Tax File Number
- Fund Electronic Service Address



Employees should be able to find their fund's ABN and USI on their latest super statement. You can also find a fund's ABN and USI using the Super Fund Lookup website. However, as a fund may have more than one USI, you will need to confirm the correct USI with your employee.

If you currently make employer contributions to funds using a SPIN, you will need to obtain the USI to which this SPIN corresponds. You can find this by using the Fund SPIN and USI Lookup Table.

If an employee with an SMSF doesn't give you the information by the date you've asked, you can ask them to complete a standard choice form and return this to you within twenty-eight days. If they don't return the form in time, you can pay their super to your fund. This will ensure that you can meet your super obligations.

Step 3 – Use SuperStream

Start using SuperStream as soon as possible. It's recommended that employers with 19 or fewer employees to make their first SuperStream payment no later than March 2016. This will allow you to make several payments and ensure your system is running smoothly before the current 30 June 2016 deadline.