

# Macquarie Bank

## Employer superannuation contributions and electronic messaging instruction



**Employees – Please complete this form to enable your employer to send your superannuation contributions and associated messages electronically to your self managed super fund's Macquarie cash account.**

*Note: this form should not be used to change the super fund your employer contributions are paid to. To nominate a different fund to receive your employer contributions, you will need to complete an **ATO Standard Choice** form. To obtain a copy of this form visit [www.ato.gov.au](http://www.ato.gov.au)*

**RETURN THIS FORM TO YOUR EMPLOYER ONLY**

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### Personal details

Full name:	<input type="text"/>		
Residential address	Street name and number: <input type="text"/>		
	<input type="text"/>	Suburb:	<input type="text"/>
State:	<input type="text"/>	Postcode:	<input type="text"/>
		Country:	<input type="text"/>
Contact number:	<input type="text"/>	Employee ID (if applicable):	<input type="text"/>

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### Superannuation fund details

Self managed super fund name:	<input type="text"/>		
	<input type="text"/>		
Australian Business Number (ABN):	<input type="text"/>		
Account type:	<input type="checkbox"/> Macquarie Cash Management Account		
	<input type="checkbox"/> Macquarie Consolidator Cash Account		
Account name:	<input type="text"/>		
BSB number:	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>	Account number:	<input type="text"/>
<b>!</b>	<b>Macquarie's electronic service address: MACQUARIESMSF</b>		
<b>Signature</b>	<input type="text"/>		
		Date:	<input type="text"/> / <input type="text"/> / <input type="text"/>
<b>!</b>	<b>RETURN THIS FORM TO YOUR EMPLOYER ONLY</b>		

## Employer information

### SuperStream standards

The Australian Taxation Office (ATO) has recently written to certain trustees of self managed super funds (SMSF) regarding changes to processing employer super contributions under SuperStream.

The letter advised that SMSF trustees who are preparing to receive super contributions from an employer with 20 or more employees will need to provide their employer with the following information:

- the SMSF's ABN
- the SMSF's bank account or BPAY payment details for receiving contribution payments
- the electronic service address of their nominated electronic message service provider for receiving contribution data messages.

### How does this affect employers?

Under the SuperStream standard, employers contributing to superannuation on behalf of their employees must do so by sending contribution data and associated payments electronically to their employee's superannuation fund.

Where an employee has requested employer contributions be paid to their SMSF, employers may need to collect and store the above SMSF information to be able to send contribution data and payments electronically to the fund in accordance with the SuperStream standard.

There is no prescribed format for employees to provide this SMSF information to their employers and the ATO has requested employers to support various channels including email to receive this information.

Employers are also encouraged to talk to their HR or payroll solution provider about how to store and integrate the new data within their HR or payroll software.

### More information

Find out more about **SuperStream** at [www.ato.gov.au/SuperStream](http://www.ato.gov.au/SuperStream) or email [superstreamstandards@ato.gov.au](mailto:superstreamstandards@ato.gov.au)

### Contribution details

If an employee has requested for contributions to be paid to their SMSF's Macquarie cash account, payments can be made as follows:

#### 1. Contribute via direct credit (electronic funds transfer):

- a) logon to internet banking or telephone banking
- b) select the 'funds payment' option and follow the instructions to enter the BSB and account number for the SMSF's Macquarie cash account (provided on this form)
- c) wait for and record the receipt number.

#### 2. Contribute via BPAY®:

- a) logon to internet banking or telephone banking
- b) select the 'BPAY®' or 'bill payment' option and follow the instructions to enter the biller code, Customer Reference Number (CRN)/ BPAY® Reference Number and contribution amount
- c) wait for and record the receipt number.
  - Biller code – 667022
  - Reference number – the Macquarie cash account number

Please note that BPAY® contributions can take up to three business days to process.

To make multiple contributions, repeat the processes above.

Contribution messages also need to be sent electronically. If an employee has requested contribution messages to be sent to Macquarie, use the following electronic service address: **MACQUARIESMSF**

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The Macquarie Cash Management Account and the Macquarie Consolidator Cash Account are deposits with Macquarie Bank Limited ABN 46 008 583 542 (MBL). As a licensed Australian bank, MBL is subject to regulation by the Australian Prudential Regulation Authority. MBL also holds Australian Financial Services Licence No. 237502 and is subject to regulation by the Australian Securities and Investments Commission. Fees and charges may be payable. Terms and conditions apply and are available on request.