

# Employer contribution advice form



## It's much easier to lodge online

If you'd prefer a quicker, easier way to submit your employee contribution information, try lodging them online with HOSTPLUS SuperSite. Simply log on to [hostplus.com.au](http://hostplus.com.au) and follow the 'Employers' link.

Otherwise, complete and return this form to HOSTPLUS, Locked Bag 3, Carlton South VIC 3053.

**This form must be completed in full. Please use BLOCK letters and dark ink.**

NB. If you have not signed an employer application form, you may only use this form to pay for existing HOSTPLUS members. If you do not meet this criteria please call 1300 HOSTPLUS (1300 467 875), 8am – 8pm, Monday to Friday.

# Codes for terminated members			
Resignation	RS	Leave without pay	LP
Retirement	RT	Maternity/paternity leave	PL
Death	DT	Total & permanent disablement	TP
Transfer to another fund	TR	Other	OT
Fund choice	FC		

## Step 1 Your details

Employer name	
Employer number	
Employer phone	

Payment period	
Contributions payable by	
Date issued	
Contributions enquiries	1300 467 875 (8am – 8pm, Monday to Friday)

## Step 2 Employee details

Employee details				Work details			Contribution amounts				
Membership number	Name/Address	Date of birth	Tax File Number (if not provided previously)	Terminated		Weeks	Employer SG/Award <sup>a</sup>	Member voluntary <sup>b</sup>	Salary sacrifice <sup>c</sup>	Employer additional <sup>d</sup>	Total
				Date	Code <sup>e</sup>						
000000000	Sam Sample	/ /	___ / ___ / ___								
	00 Sample Street										
	SAMPLETOWN SAM 0000										
		/ /	___ / ___ / ___								
		/ /	___ / ___ / ___								

Please see page 5 for an explanation of these columns.





Employee details				Work details			Contribution amounts				
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		/ /	--- / --- / ---								
		/ /	--- / --- / ---								
		/ /	--- / --- / ---								
		/ /	--- / --- / ---								

### Step 3 Payment details and declaration

#### No payment due?

Please tick this box if you DID NOT employ any staff who were eligible for a superannuation payment under SG (ie. they earned under \$450 for the month) or an applicable Award during this month then sign and date below.

#### Paying by cheque?

Please make your cheque payable to 'HOSTPLUS' and write your HOSTPLUS employer number on the back.

#### Paying by BPAY or POSTbillpay?

Please tick the appropriate box then complete the details below.

BPAY  POSTbillpay

Date paid / /  Amount \$

#### Declaration

The information on this form is true and correct.

#### Signature

#### Date

/ /

Send your completed contribution advice and cheque (if applicable) to:  
HOSTPLUS, Locked Bag 3, Carlton South VIC 3053.

#### Payment summary

Please insert amounts where applicable

Overdue amounts

Underpayments

Overpayments

This month's contribution

Total

#### Notes regarding contribution amounts.

- These are mandated employer contributions required under the Superannuation Guarantee (SG) legislation (ie. 9% of your eligible employee's earnings or an amount set under an Award).
- These are the after-tax voluntary contributions that your employee chooses to make.
- These are contributions that your employee wishes to make from their before-tax salary under a salary sacrifice arrangement.
- These are ex-gratia payments/bonuses as agreed with your employee.

## Prefer to do this online?

HOSTPLUS appreciates that employers need to have access to their superannuation information when it is convenient for them. SuperSite offers employers a secure, convenient and efficient method to access account information and pay contributions online.

SuperSite allows you to:

- check your current contribution advice and correct or update details
- view a history of your payment advices that you have forwarded online

- complete payment advices for different units within your company
- update, add or delete employees, including submission of Tax File Numbers
- change member details, and
- complete your payment advice progressively over several days, adding new information if you wish.

**Please note:** This service is best suited to employers with less than 30 employees as it can prove time consuming for employers to input details for numerous employees. Performance times can also be impacted by web connection.

To find out more about this service or to register, log on to [hostplus.com.au](http://hostplus.com.au) and follow the links via 'Employer' or call **1300 HOSTPLUS (1300 467 875)**, 8am – 8pm, Monday to Friday.

## Useful information about your contribution advice

### 1. Employee details

We may have listed the employees for whom contributions were made in your last payment processed, together with the names of members who recently completed an application form, and nominated your company as the employer. We may have also included employees listed on previous returns for whom we have not received termination details.

Please complete any missing details and/or amend any incorrect details.

### 2. Do you have any new employees who are not yet HOSTPLUS members?

If any new employee has joined the fund in the last month, list their full name, address, date of birth and TFN, together with their payment details, on this contribution advice. Please also attach their membership application form, if they have completed one. In accordance with the privacy Act requirements, employees should be informed that their personal information will be passed on to the fund.

### 3. Do you have any new employees who are existing HOSTPLUS members?

If your new employee is already a member of the fund, ask to see their HOSTPLUS membership card or acknowledgement letter. List their membership number, full name, address, date of birth and TFN, together with payment details, on this contribution advice. In accordance with the Privacy Act requirements, employees should be informed that their personal information will be passed on to the fund.

### 4. Have any employees left your employment permanently?

If any employee is receiving their last payment during this payment month, please advise both the date of termination and the reason for the termination. Please refer to the list of termination codes on the front of this contribution advice form.

### 5. Work details

'Weeks' relates to the number of weeks (or part weeks) the employee worked for you during the month. Weeks are calculated by the number of Fridays (or the weekday your designated payday falls on) in the current month.

### 6. Contribution amount

Additional contributions (including member voluntary, salary sacrifice and employer additional) are those payments made by you or your employees over and above the Superannuation Guarantee (SG) or Award contributions required to be made by you as an employer.

If your employees are subject to an Award, contributions will be the amount determined in accordance with the respective Award. Please note: this amount cannot be less than the payment required under the SG legislation. Also note that employees who are subject to an Award will not be able to make salary sacrifice contributions where this will bring their salary under the minimum amount required under their applicable Award.

Please call us on **1300 HOSTPLUS (1300 467 875)** if you have any questions or would like assistance completing your contribution advice.

### 7. Payment options

Payments are due on the 14th day of the month, following the month for which contributions are payable.

#### Pay by mail

Please make your cheque payable to 'HOSTPLUS' and post your cheque together with this contribution advice to the address on the front of this contribution advice form. Be sure to write your HOSTPLUS employer number on the back of the cheque. Send to: **HOSTPLUS**, Locked Bag 3, Carlton South VIC 3053.

#### Pay by BPAY

You can make your payment through your bank or credit union from your nominated bank account (excluding credit cards). The first time you use BPAY you are required to register with us and obtain your reference number. Please call us on **1300 HOSTPLUS (1300 467 875)** for more information.

Bill code: 58560

Reference:

#### Pay by Australia Post POSTbillpay

You can make your payment through Australia Post in person at any post office, and using your nominated bank account (excluding credit cards). The first time you use POSTbillpay you will be required to register and obtain your reference number. Please call us on **1300 HOSTPLUS (1300 467 875)** for more information.

POSTbillpay code: 1558

Reference: If you don't have your reference number, call us on **1300 HOSTPLUS (1300 467 875)**, 8am – 8pm, Monday to Friday.