



## Employer Super Facts

June 2009

# Managing your contributions

### did you know?

With EmployerOnline you can schedule payments to be made automatically at a future date! So, if you like to get your paperwork out of the way but don't want the money to leave your bank until it has to, just schedule the payment for the due date.



### Information helpline

For more information on managing your contributions or any other super related topics contact the dedicated team of CareSuper consultants.

Call the CareSuperLine on **1300 360 149**, email [admin@caresuper.com.au](mailto:admin@caresuper.com.au) or visit [caresuper.com.au](http://caresuper.com.au) You may inspect a copy of the Trust Deed on request at any CareSuper office.

**CARE Super Pty Ltd** (Trustee)  
 ABN 91 006 670 060 AFSL 235226  
**CARE Super** ABN 98 172 275 725

### Disclaimer

The information in this document is of a general nature. We have not taken into account your particular financial needs, circumstances and objectives. We recommend you read all the information available, assess your own financial situation and seek professional advice from a licensed financial adviser before deciding to make any decisions related to your super. While every care has been taken as to the accuracy of this information, CareSuper takes no liability for the correctness of this information. CareSuper is not responsible for any loss, direct or indirect, resulting from reliance of the the information contained in this document.

### How can I manage my contributions simply and efficiently?

At CareSuper we aim to keep super as simple as possible so that you can focus on running your business. We offer a range of contribution and payment options. You can choose the combination that suits your business. The table below is a summary of the different options.

Contribution option	How it works	Payment options
<b>EmployerOnline</b>		
<ul style="list-style-type: none"> <li>• payroll facility</li> <li>• Excel spreadsheet</li> <li>• data entry</li> </ul>	Complete or upload your contribution data via our secure EmployerOnline facility at <a href="http://caresuper.com.au">caresuper.com.au</a>	<ul style="list-style-type: none"> <li>• EmployerOnline payment</li> <li>• BPAY®</li> <li>• EFT</li> </ul>
<b>Email</b>		
<ul style="list-style-type: none"> <li>• payroll facility</li> <li>• Excel spreadsheet</li> </ul>	Email your contribution details in an agreed payroll or Excel spreadsheet format.	<ul style="list-style-type: none"> <li>• BPAY®</li> <li>• EFT</li> </ul>
<b>Manual</b>		
<ul style="list-style-type: none"> <li>• paper based</li> </ul>	Complete and post CareSuper's contribution returns form.	<ul style="list-style-type: none"> <li>• BPAY®</li> <li>• EFT</li> <li>• Cheque</li> </ul>

### The advantages of using EmployerOnline

EmployerOnline makes managing your staff information, checking transaction history and making payments simple. With all of your information in one place, managing your super administration becomes easy.

### With EmployerOnline you can:

- Lodge contribution returns at a time that is convenient to you
- Update contribution amounts for each employee as needed
- Use the EmployerOnline payment facility to easily and quickly make or schedule your payments
- Keep track of your payment and contribution records
- Update employee records, including advising CareSuper of employee Tax File Numbers
- Advise CareSuper of terminations, new employees and changes to employment status, and
- Change your business details without filling in forms.

### Ready to start online?

If you want to use EmployerOnline you start online, with no forms to fill in. Just go to [caresuper.com.au](http://caresuper.com.au) and select 'Employer' in the top right-hand corner of the page.



### How do I manage contributions to more than one super fund?

If you need to manage contributions to more than one super fund, the SUPERClear\* clearing house facility allows you to make one payment to be distributed to each of the funds to which you contribute.

\*This service is provided by Australian Administration Services (ABN 62 003 429 114).

### Need to know more?

CareSuper participating employers have access to a dedicated Client Partnership Manager (CPM). Your CPM will be more than happy to discuss the different options with you and help you set up the system that works best for your business. Just call the **CareSuperLine** on **1300 360 149** or go to [caresuper.com.au](http://caresuper.com.au) to arrange for your CPM to contact you.