

Making contributions to AUST(Q)

AUST(Q) offers a number of options for making contributions. The following table indicates which payment options are available for each reporting option.

Remittance Options	Number of Employees	Payment Options			
		Direct Debit	BPAY	EFT	Cheque
SuperSite	1 to 30 employees	✓	✓	✓	x
SuperConverter (Electronic File)	50+ employees	x	x	✓	✓
Payroll Reports (Paper)	1 to 100 employees	x	x	✓	✓
Paper Contribution Advice	1 to 100 employees	x	✓	✓	✓

Remittance Options

SuperSite – via the website

SuperSite is a secure Internet option for lodging your contribution details.

SuperSite has password protection unique to you. When you access SuperSite for the first time, you will receive a prompt to change the PIN allocated to you. This will ensure peace of mind and make your PIN easy to remember. To register for SuperSite, please complete the SuperSite Registration form at <http://www.austq.com.au/pubs.html>.

SuperConverter – Electronic File

SuperConverter is suitable for the most commonly used payroll systems and for employers contributing for more than 50 employees. You produce an electronic file and submit the details via email.

Files can be accepted in Excel, comma-separated or text-based outputs. For specifications to create these reports please contact the Fund Administrator. By providing your data in accordance with our specifications, your contribution details will be loaded electronically into our Administration system.

Payroll Reports – Paper

You can provide a paper report from your payroll system as long as the information you provide meets the minimum information required when remitting contributions i.e. member number, name, date of birth and contribution details. This reporting option is not suitable for employers with a large number of employees.

Contribution Advice

If none of the other options meet your administration needs, the remaining option is for us to provide you with a paper Contribution Advice towards the end of each pay cycle.

The Contribution Advice will list the members for whom you paid in the last period (providing that the last payment has been fully processed before the current advice was mailed to you). You simply need to update the contribution amount and send the Advice to us.

The Contribution Advice is not an invoice or billing statement. It is provided to assist employees in determining the contributions payable for the particular month.

To complete the Contribution Advice simply:

- Cross off the name of employees who have not been employed at all in the month and advise termination dates if applicable.
- Add on details of new members (membership number, name, address, date of birth, tax file number (if authorised to do so) and number weeks employed).
- Amend any amounts in the “Weeks” and the “Contributions” column if:
 - The member did not work the whole month
 - Add any member voluntary contributions paid in the “Member” column
 - Add any salary sacrifice contributions in the “Salary Sacrifice” column
 - Total each page.
- Contributions are to be paid by employers for members while they are employed and receiving payment of annual leave, sick leave, bereavement leave, jury service, long service leave and worker’s compensation. Once a member leaves employment and receives accrued annual leave as a lump sum, no further contributions are to be paid by that employer for the member.
- Attach any new Member Applications to the original of the Contribution Advice. The copy of the Advice is for the employer’s record.
- Employers must complete a Contribution Advice every month and send it to the Fund Administrator. If no payments are due, write “NIL” on the Advice and fax or post it to us.

A blank Contribution Advice for your first contribution is enclosed at the back of the Employer Handbook at <http://www.austq.com.au/pubs.html>.

Payment Options

Direct Debit

Direct Debit is available for the SuperSite service only. Direct Debit allows you to authorise the exact amount of your completed SuperSite Contribution Advice to be deducted from your nominated bank account. Submitting your SuperSite Advice will trigger the Direct Debit from your bank account. To remit contributions via Direct Debit please complete the application at the back of the Employer Handbook at <http://www.austq.com.au/pubs.html>.

BPAY

You can use BPAY for contributions associated with SuperSite or the Contribution Advice. After you have completed your SuperSite or Contribution Advice details, you will need to organise the BPAY payment through your financial institution’s website or phone service. If using a Contribution Advice, you will then need to mail or fax a copy to us.

Electronic Funds Transfer (EFT)

You can transfer contributions electronically from your nominated bank account into our bank account for all of the remittance options. You must record your Employer Number in the EFT Identifier to ensure that your contribution can be directed to your employer account.

To remit contributions via EFT please complete an application at the back of the Employer Handbook at <http://www.austq.com.au/pubs.html>. If remitting via EFT a copy of your advice must be emailed, mailed or faxed to us.

Cheque/Cash

You can make payments by cheque or cash to us or over the counter at one of our offices or via the post (cheque only). If you are using the Contribution Advice or posting a copy of a Payroll Report, you must ensure that either:

- the cheque is attached with the paperwork; or
- if you are unable to attach the cheque, that you have noted the cheque amount, number and date sent on your paperwork. If you submitted your contribution details via SuperConverter, please ensure you attach a note with your cheque detailing your Employer Number and the period to which the payment relates.

Non-payment of contributions

The Trustee of AUST(Q) is obliged to take legal action to recover any contributions not paid by an employer. The Trust Deed governing the operation of the Fund permits the Trustee to charge employers an interest penalty if a payment is not made on time.

In addition, a letter is sent to members when an employer contribution payment has not been received by the Fund in respect of them for 22 weeks.

Investment of contributions

The contributions paid to AUST(Q) by employers and members are invested by the Trustee.

The Trustee is mindful that the size of members’ benefits on retirement are influenced by how well the Trustee manages the investments.

The Trustee seeks professional advice to assist in making investment decisions.

The Trustee has established investment objectives and a reserving policy to safeguard the interests of all parties. Details of the objectives and policy are contained in the Annual Report to Members.