



SUPER PAYMENTS SUPER FAST

QuickSuper lets you submit your employee super payments quickly and easily, and helps you meet your SuperStream obligations.

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The Federal Government's SuperStream legislation requires all employers to make superannuation contributions through a compliant online system, and is set to take effect soon.

From 1 July 2015 the Australian Government requires all employers with 20 or more employees to meet the SuperStream requirements. Employers with less than 20 employees will need to make the transition by 1 July 2016.

HOSTPLUS has a simple solution to help you make a seamless transition to these new requirements and meet your obligations; QuickSuper. And it's FREE to all HOSTPLUS registered employers.

- **Saves time** - allows you to pay your employees' super into multiple funds, in one simple transaction.
- **Flexible** - choose weekly, fortnightly, monthly or quarterly super payment cycles to any/every registered super fund in Australia, including SMSFs.
- **Easy access** - automated reporting detailing payments received, distributions made, your transaction history and more.
- **A safe and secure way** - pay and administer super online for all employees.
- **Improves accuracy** - by pre-validating your submitted data and letting you know if there are any missing details before submitting.

Additional features

- Upload a file (CSV or SAFF formats) containing your employees' details and contribution amounts with the option to manually enter or directly upload employee data.
- Facilitate the capture of employee TFNs and pass these on to the relevant super funds on your behalf.

How do I know if I'm eligible?

- To be eligible to use QuickSuper free-of-charge you must be a participating employer of HOSTPLUS.



Don't be in breach of the SuperStream legislation.

QuickSuper helps you meet your obligations.

With QuickSuper working for you, there's no need to invest in costly new payroll software or rely on service providers. QuickSuper is a SuperStream compliant tool.

How to get started on QuickSuper

Step 1: Apply

If you're a registered **HOSTPLUS** employer, log onto hostplus.com.au/quicksuper and apply now.

Step 2: Your application is processed

Once you've registered, your application will be reviewed and we'll be in contact with any questions and approval within five business days.

Step 3: Receive QuickSuper login details and temporary password for your initial login

Step 4: Set up employees and the Superannuation funds for payment (Manual entry employers only)

Step 5: Submit contribution information

Login and submit your **HOSTPLUS** and choice employees superannuation payment and contribution details via a file upload or manual online contribution. If you require any assistance during this process, please contact our dedicated team of specialists on **1300 223 423**.

Step 6: Reporting

Online reports can also be downloaded and printed. A summary report listing all reconciled payments is provided ensuring ready access to your contribution records and a detailed audit trail should you need it.

Step 7: Unallocated payments & tracking

Payments that cannot be allocated to an employee's super fund are returned to your nominated account and a remittance advice is emailed to you. Along with tracking the status of superannuation contributions made online, QuickSuper also allows your business to easily update employee's super contribution details should they change.

FOR MORE INFORMATION

If you'd like to know more about QuickSuper, visit hostplus.com.au/quicksuper to watch a demonstration, or call us on **1300 223 423**, 8am-6pm, Monday to Friday.