



SuperStream Alternative File Format (SAFF)

Supplementary information for creating contributions data

- Accumulation data only

This document contains additional information about creating contributions data using the *SuperStream Alternative File Format (SAFF)* in conjunction with our clearing house, QuickSuper.

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Unique Superannuation Identifier (USI) 53 226 460 365 001
MySuper Authorisation Number 53 226 460 365 073

Important reference documents

The following documents along with this supplementary document contain important details for your IT staff or payroll provider about creating a SAFF file for use with QuickSuper:

- **Westpac QuickSuper SuperStream Alternative File Format (SAFF) v1.0 Specification**

Visit: <http://www.firststatesuper.com.au/Employers/Forms>

- Go to the *Clearing house resources* section

- **Australian Taxation Office (ATO) SuperStream alternative file format guidance**

Visit: <http://softwaredevelopers.ato.gov.au/contributions>

- Accept the disclaimer when the page first appears
- Select: *4. SuperStream alternative file format*

Important things to note

Consider the following notes when preparing your contributions data using the SAFF file format:

1. The SAFF file format has 133 columns. All columns must be present, although only 38 columns require data.
2. Data is required in **two sections** when joining new employees as members:
 - a. Most information goes into the **Super Fund Member Common** section
 - b. Some additional information goes into the **Super Fund Member registration** section.
3. The first row must contain Header Values exactly as specified by the ATO and Westpac.
4. Section headings and column headings must be provided, and they must match the ATO sample file
5. The SAFF file format also caters for defined benefit contribution data.
 - a. **Important:** This document covers accumulation data only. Refer to the supplementary information for accumulation and defined benefit data available at firststatesuper.com.au/Employers/Forms.

Sections

Consider the following section requirements when preparing your contributions data using the SAFF file format.

Section	Purpose
Header	This section should be left blank
Sender	This section should be left blank
Payer	This section should be left blank
Payee/Receiver	The Unique Superannuation Identifier (USI) field is required in this section to identify the superannuation fund product of each employee. The First State Super Accumulation USI is: 53226460365001
Employer	This section is used to identify you - the employer. If you have registered as a “multiple-employer” client within QuickSuper, you will be required to provide an Employer ID for each employee record in QuickSuper in column AE (Location ID).
Super Fund Member Common	This section contains fields and is used to identify the employee for whom the contribution paid. This section should be completed on every file.
Super Fund Member Contributions	This is used to identify contributions details
Super Fund Member Registration	This section is only required when joining a new employee as a member; or for an existing employee who is already a First State Super member but has changed employers to you. This section should be combined with the “Super Fund Member Common” section.
Defined Benefit Contributions	This section (including all monetary fields) should be left blank. (If you have employees with a First State Super defined benefit account, refer to the supplementary information for accumulation and defined benefit data available at firststatesuper.com.au/Employers/Forms)
Defined Benefit Registration	This section (including all monetary fields) should be left blank. (If you have employees with a First State Super defined benefit account, refer to the supplementary information for accumulation and defined benefit data available at firststatesuper.com.au/Employers/Forms)

Fields

Consider the following field requirements when preparing your contributions data using the SAFF file format.

Important: Some fields listed below may be considered optional by the ATO and/or QuickSuper, however they are considered mandatory by us in order to process your contributions data.

Required Y/N

Mandatory You must provide this information. If it is not provided, the file will be rejected.

Optional It is useful if you include this information, but it is not mandatory.

Conditional The field has a rule linked to another field and depends on the information you provide, e.g. column R (ABN) must be provided if the fund is an SMSF, otherwise column S (USI) must be provided.

1. Payer/Receiver section

This section provides information about which funds will receive the member contributions.

Col	Column heading	Required Y/N	Notes
R	ABN	Conditional	Only required where the super fund is a SMSF. It must match the ABN registered for that SMSF. If entered, leave column S (USI) blank.
S	USI	Conditional Accumulation - 53226460365001	Required for all super funds except SMSFs. If entered, leave column R (ABN) blank.
U	TargetElectronicServiceAddress	Conditional	Used where the super fund is a SMSF to identify the messaging provider. It must be completed if column R (ABN) is entered. The target electronic service address is selected by the SMSF trustee (usually the employee) and they are responsible for providing it to you.

2. Employer section

This section provides information about the employer who is sending the contributions.

Col	Column heading	Required Y/N	Notes
AD	ABN	Conditional	The employer's ABN (usually you). It must match the ABN registered for that employer. The ABN is optional if you are using the QuickSuper Employer ID in column AE (Location ID) to identify the employer. Otherwise it is mandatory.
AE	Location ID	Conditional	Must be provided if you have registered as a multiple-employer client within QuickSuper and have multiple businesses/departments sharing the same ABN. Not required for single-employer QuickSuper clients. This value can be either: <ul style="list-style-type: none">• Employer ID - the identifier assigned to the employer when it was created in QuickSuper• Location ID - if you have registered your own identifier for the employer within QuickSuper as the Location ID.
AF	Organisational Name Text	Optional	The full name of the employer.
AG	Superannuation Fund Generated Employer Identifier	Mandatory	This is your First State Super employer code. This is extremely important if you are registered as a multiple-employer client within QuickSuper, to ensure we can identify each employer correctly. This should be recorded in QuickSuper under the 'Fund Relationship' section and is called 'Fund Employer ID'.

3. Super Fund Member Common section

This section provides common information about your employees.

Col	Column heading	Required Y/N	Notes
AH	TFN	Conditional	If TFN has been supplied by your employee, then you are obliged to provide it.
AI	Person Name Title Text	Optional	Indicates a person's position (e.g. Dr) or used to greet a person formally (e.g. Mr).
AJ	Person Name Suffix text	Optional	Awards, honours or any other kind of denominations a person has been granted to appear after their name (e.g. AM). Please refer to Section 2.5 (Name Suffix) in the QuickSuper SuperStream Alternative File Format (SAFF) v1.0 Specification.
AK	Family Name	Mandatory	The employee's last name or surname.
AL	Given Name	Mandatory	The employee's first name.
AM	Other Given Name	Optional	The employee's middle name.
AN	Sex Code	Optional	The gender of the employee: <ul style="list-style-type: none"> • 1 - Male • 2 - Female • 3 - Intersex or Indeterminate • 0 - Not stated or inadequately defined. If the field is left blank the value will default to 0 - 'not stated or inadequately described'.
AO	Birth Date	Mandatory	The year, month and day the employee was born.
AP	Address Usage Code	Optional	Values are either "RES" if residential address is given or "POS" if postal address is given. If value is not provided, then the field will default to "RES".
AQ	Address Details Line 1 Text	Mandatory	First line of the employee's address. Usually the street address (e.g. 15 Elm Street). If it is a unit, use the format <unit number>/<street number> e.g. 2/15 Elm Street.
AR	Address Details Line 2 Text	Optional	Second line of the employee's address if applicable e.g. a building name like "Sunnyvale residences"
AS	Address Details Line 3 Text	Optional	Normally used for overseas addresses.
AT	Address Details Line 4 Text	Optional	Normally used for overseas addresses.
AU	Locality Name Text	Conditional	Usually the suburb or town. Applicable for Australian addresses only.
AV	Postcode Text	Conditional	If provided, the postcode and state must be a valid combination in the list published by Australia Post. Applicable for Australian addresses only.
AW	State or Territory Code	Conditional	If provided, the postcode and state must be a valid combination in the list published by Australia Post. Applicable for Australian addresses only.
AX	Country Code	Conditional	This represents the country code as prescribed by AS4590 and inherited from ISO 3166. Use AU for Australia.

AY	E-mail Address Text	Conditional	If the employee has supplied their personal email address than you are obliged to provide it (do not include an employee's company email address).
AZ	Telephone Minimal Number Landline	Conditional	If the employee has supplied their personal fixed-line phone number than you are obliged to provide it.
BA	Telephone Minimal Number Mobile	Conditional	If the employee has supplied their personal mobile phone number than you are obliged to provide it.
BB	Member Client Identifier	Mandatory	<p>Unique membership number issued by the employee's super fund to identify them. It is important to provide this where available. You may enter NEW if you are joining a new employee with First State Super. Enter UNKNOWN if you have not been provided a membership number by your employee.</p> <p>NOTE: Once a member number is generated or advised by us, you should update this field.</p>
BC	Payroll Number Identifier	Mandatory	Number allocated by the Payer payroll system (the employer) to identify a payee (the employee).
BD	Employment End Date	Conditional	This date must be supplied if the employee's employment with you ended (terminated). It indicates that this will be the final contribution paid by the employer for this employee.
BE	Employment End Reason Text	Optional	<p>The general reason why the employee's employment with you ended. Suggested values are:</p> <ul style="list-style-type: none"> • RESIGNED • RETIREMENT • DEATH • DISABLEMENT • LWOP (leave without pay) • PARENTAL (parental leave, including maternity and paternity leave) • TRANSFER (company transfer to a separate employer within the same parent company) • OTHER (other reason not specified).

4. Super Fund Member Contributions section

This section provides information about the **accumulation** contributions for applicable employees.

Col	Column heading	Required Y/N	Notes
BF	Pay Period Start Date	Mandatory	Start date of the pay period the contributions relate to.
BG	Pay Period End Date	Mandatory	End date of the pay period the contributions relate to.
BH	Superannuation Guarantee Amount	Optional	Contribution made by an employer for the benefit of an employee as mandated by super guarantee legislation. HINT: This data field was known as <i>SGC</i> under our previous file format.
BI	Award or Productivity Amount	Optional	Contributions made by an employer for the benefit of an employee as mandated by an award or other industrial agreement.
BJ	Personal Contributions Amount	Optional	Additional employee contributions (after-tax). HINT: This data field was known as <i>Additional Employee</i> under our previous file format.
BK	Salary Sacrificed Amount	Optional	Additional employer contributions including Salary Sacrifice (before-tax). HINT: This data field was known as <i>Additional Employer</i> under our previous file format.

5. Super Fund Member Registration section

Adding new members and changes to member details

This section provides information about joining a **new** employee as a First State Super member. It is also used to make changes for an existing employee, including those employees who are already a First State Super member but have changed employers to you.

Note: If you do not have data to enter into this section of the file (i.e. there are no new members or changes for existing members for the contribution period) then all fields (including monetary fields) must be left blank.

Col	Column heading	Required Y/N	Notes
BP	Employment Start Date	Conditional	The date the employee's employment started with your company. You must enter this date for all NEW employees identified in column BB (Member Client Identifier). HINT: This data field was known as <i>Date Joined Service</i> under our previous file format.