

Employer registration

Use this form if you are an **employer** and have an employee that has elected Local Government Super as their fund of choice.

Please use a black pen and CAPITAL letters or type directly into this form online, print it and send it to us. Use (✖) to mark boxes.

1. Employer details

Registered name

Trading name

Australian Business Number (ABN)

Registered address

No./Street

Suburb/Town

State/Territory

Postcode

2. Contact details

Title Given name/s

Family name

Email address

Phone (work)

Phone (mob)

No./Street

Suburb/Town

State/Territory

Postcode

Position within business

NOTE: If Local Government Super can't accept your contribution, it will be returned to your nominated bank account.

3. Banking information

Account name

Bank

Branch

BSB no.

Account no.

4. Contribution commencement date

This is the date from which you nominate to pay contributions

Date contributions to start

Pay frequency

Your employee must have an account with Local Government Super. If your employee does not have an account, we cannot accept contribution payments.

5. Employee details

Member no.	<input type="text"/>	Date of birth	<input type="text"/>	Title	<input type="text"/>
Given name/s	<input type="text"/>				
Family name	<input type="text"/>				

6. Preparation by

Full name	<input type="text"/>		
Phone no.	<input type="text"/>		
Signed	<input type="text"/>	Date	<input type="text"/>

Paying contributions

To be SuperStream compliant and avoid potential penalty from the ATO, all employers should make their employee super contributions and payments in an approved electronic format.

You can make your employee super contributions via a clearing house facility (which allows you to pay multiple funds in one single transaction).

Non-compliant payment methods

Please note that the following payment methods are not compliant from 1 July 2016 (for employers with 20 or more employees):

- cheques
- electronic funds transfers which do not include a corresponding unique payment reference number.

Additional data requirements

You're also required to include some new data in your payroll file to facilitate electronic processing under SuperStream, including:

- the unique superannuation identifier (USI) for APRA-regulated funds (Local Government Super USI is: LGS0101AU)
- the super fund's bank account details
- electronic service address
- Australian Business Number (ABN).

Bank account details for EFT

Account name: Local Government Super

BSB: 062 000

Account number: 1046 6118

If you have any questions please contact the Employer Services Helpline on **1800 636 411** between 8.30am and 5.00pm, Monday to Friday, email us at employerservices@lgsuper.com.au or visit lgsuper.com.au

Please return your completed form to:

Mail: Local Government Super
PO Box N835
Grosvenor Place NSW 1220

Email: employeronline@lgsuper.com.au

The information you provide on this form is collected by and held for Local Government Super by the fund administrator, Australian Administration Services, in accordance with the Australian Privacy Principles under the *Privacy Act 1988 (Cth)*. For further information about privacy, please phone Member Services on 1300 LGSUPER (1300 547 873) or visit lgsuper.com.au to view the Privacy Policy.

Issued by LGSS Pty Limited (ABN 68 078 003 497) (AFSL 383558), as Trustee for Local Government Super (ABN 28 901 371 321).

To Whom It May Concern:

Local Government Super

I confirm that:

1. LGSS Pty Limited (ABN 68 078 003 497) (AFSL 383558) is the Trustee of Local Government Super.
2. Local Government Super is a resident regulated superannuation scheme within the meaning of the *Superannuation Industry (Supervision) Act 1993*.
3. Local Government Super is not, nor has ever been, subject to direction under Section 63 of the Act not to accept any contributions from an employer sponsor.
4. It is the intention of the Trustee that Local Government Super will be administered so that it will continue to be treated as a complying superannuation scheme.
5. Local Government Super allows benefits to be rolled over into the Fund from another superannuation or rollover fund.
6. Local Government Super is able to accept contributions from employers on behalf of their members.
7. Local Government Super's life insurance arrangements meet the minimum statutory death insurance requirements for choice of funds. Local Government Super is therefore eligible to be nominated as a default fund.
8. The accumulation divisions of Local Government Super have the following identification numbers:
 - Australian Business Number (ABN) 28 901 371 321
 - Superannuation Fund Number (SFN) 4464 889 70
 - Superannuation Product Identification Number (SPIN) LGS010IAU.

Yours sincerely



Donna Heffernan
Acting Chief Executive Officer
Local Government Super

The information above is about Local Government Super and is not intended to be financial advice. It does not take into account any specific needs, so members should consider their personal position, objectives and requirements before taking any action.

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