

Choice of Super

What you need to do

Step 1 – Identify existing eligible employees

Eligible employees are those that receive SG contributions to a GESB West State Super or GESB Super account. Choice does not apply to contributions to Gold State Super and the Pension Scheme.

Step 2 – Provide a *Standard choice form*

You need to provide a *Standard choice form* to:

- All existing eligible employees – within 28 days of the introduction of choice
- New eligible employees – within 28 days of their start date

The form will be available for download at www.superchoice.wa.gov.au

Your employee is not required to complete the form if they don't want to nominate a fund, but you have to give them the opportunity to nominate a fund if they are eligible.

If your employee does not choose a fund, you must pay their superannuation contributions into the employer fund (GESB).

Step 3 – Act on your employee's choice

From the date of receiving the completed *Standard choice form* from the employee, you have two months to pay Superannuation Guarantee (SG) contributions to the employee's chosen fund. If the form is not completed correctly send it back to the employee for the required information.

Employees must provide a letter of compliance from their chosen fund with their *Standard choice form*.

You can also check if the employee's chosen fund is complying by visiting the Super Fund Lookup website at www.abn.business.gov.au

Step 4 – Keep the necessary records

You must keep records that:

- Show you have offered choice to your eligible employees and provided them with a *Standard choice form*.
- Show that you have acted on your employees' choice.
- Contain information about your employer fund, such as a copy of the Product Disclosure Statement (PDS).

Your records must be in English and must be kept for at least five years.

Step 5 – Update Induction Process

Ensure your department's induction process is updated to include information about choice of super and instructions to provide all new eligible employees with a *Standard choice form* within 28 days of their start date.

Where to go for more information

Contact the Choice of Super Education team on:

Phone: 1300 131 204

Email: superchoice@commerce.wa.gov.au

Website: www.superchoice.wa.gov.au



Choice of Super Checklist

If yes

1. Is choice of super information included in your induction program?

New starters should be provided with:

- Information on choice of super
- Information on the employer fund (GESB), and
- A *Standard choice form*

2. Is there a record of when the *Standard choice form* was issued?

You need to provide a *Standard choice form* to:

- All existing eligible employees – within 28 days of the introduction of choice
- New eligible employees – within 28 days of their start date

3. Do employee payslips show the choice of super details?

Payslips should include the following details:

- Amount and type of super contribution (ie SG, salary sacrifice or after-tax)
- Which fund(s) the contributions are paid to

4. Has the employee provided all the required information on the *Standard choice form*? (Fund name and address, account number and name, ABN, SPIN)

- You do not have to act on your employee's choice if the information is not complete
- Retain a record of the incomplete information and request that the employee provide all the required information so that you can act on their choice
- Employees must provide a letter of compliance from their chosen fund with their *Standard choice form*, or for a self managed superannuation fund, a copy of documentation from the Tax Office confirming the fund is regulated. You can also check if the employee's chosen fund is complying by visiting the Super Fund Lookup website at www.abn.business.gov.au

5. Is there a record of the employee's choice in writing?

- The details of the employee's choice must be in English and kept for at least 5 years
- There is no limit to how many times an employee can change their fund

6. Have you acted on the employee's choice within the required 2 months?

- Retain records and other documentation issued by the fund for your contributions on behalf of the employee
- When an employee provides their Tax File Number (TFN), you must pass it on to their super fund

Important

If you do not meet your choice of superannuation fund obligations you may be liable for the Superannuation Guarantee charge.

Clearing house

You will have access to a clearing house facility which will be able to accept and process super contributions from all public sector employers to any eligible fund selected by your employee.

Where to go for more information

Contact the Choice of Super Education team or visit www.ato.gov.au, www.fido.gov.au (ASIC), www.gesb.com.au, www.abn.business.gov.au

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