![aware SUPER logo]

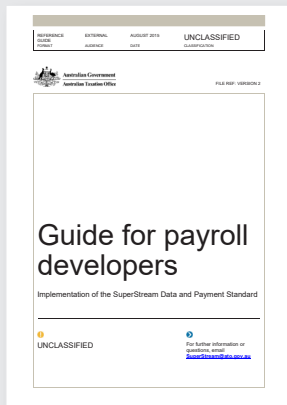# SuperStream Alternative File Format (SAFF)

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, SuperChoice.

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 SuperChoice:

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 SuperChoice.

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.

Important: This document covers accumulation data only. Refer to the supplementary information for accumulation and defined benefit data available at **aware.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 Aware Super Accumulation USI is: 53226460365001
Employer	This section is used to identify you – the employer.
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 an Aware 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 an Aware Super defined benefit account, refer to the supplementary information for accumulation and defined benefit data available at **aware.com.au/Employers/Forms**)
Defined Benefit Registration	This section (including all monetary fields) should be left blank. (If you have employees with an Aware Super defined benefit account, refer to the supplementary information for accumulation and defined benefit data available at **aware.com.au/Employers/Forms**)

Fields

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

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.

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

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** Aware Super Accumulation – 53226460365001 Aware Super Defined Benefit – 53226460365003	Required for all super funds except SMSFs. If entered, leave column R (ABN) blank. Where you have contributions for **both** accumulation and defined benefit for the same employee, you **MUST** enter one row per USI into the file.
U	TargetElectronicService Address	**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.
AE	Location ID	**Optional**	The employee's work site location as a code or name.
AF	Organisational Name Text	**Optional**	The full name of the employer.
AG	Superannuation Fund Generated Employer Identifier	**Mandatory**	This is your Aware Super employer code. **This is extremely important if you are registered as a multiple-employer client within SuperChoice, to ensure we can identify each employer correctly.** This should be recorded in SuperChoice under the 'Manage Funds' section within Employer Maintenance and is called Fund Employer Number (FEN).

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 3.9 Super Fund Member Common Details in the SuperStream standard for contributions document.
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: 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'.

3. Super Fund Member Common section (continued)

Col	Column heading	Required Y/N	Notes
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	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 Aware Super. Enter UNKNOWN if you have not been provided a membership number by your employee. **NOTE:** Once a member number is generated or advised by us, you should update this field.
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	The general reason why the employee's employment with you ended. Valid codes are: V – Voluntary cessation I – Ill health D – Deceased R – Redundancy F – Dismissal C – Contract cessation T – Transfer

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 SGC 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 *Additional Employee* 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 *Additional Employer* 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 an Aware Super member. It is also used to make changes for an existing employee, including those employees who are already an Aware Super member but have changed employers to you.

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 *Date Joined Service* under our previous file format.
BV	Annual Salary for Insurance Amount	**Optional**	An employee's annual remuneration received from personal exertion, including base salary, bonuses, fees, regular overtime, commission and fringe benefits, but not including investment income, income received from deferred compensation plans, disability income policies or retirement plans and income not derived from personal exertion.
BW	Weekly Hours Worked Number	**Optional**	The employee's usual hours of work per week.
BX	Occupation Description	**Optional**	The employee's occupation as a 6 digit ANZSCO code
CB	Employment Status Code	**Optional**	The employee's employment status as a code: F/T - Full Time P/T - Part Time CO - Contractor CA - Casual
CU	Employee Location Identifier	**Optional**	The employee's department location as a code or name.
EA	Employee Location Identifier	**Optional**	The employee's business unit location as a code or name.
EB	Employee Location Identifier Start Date	**Optional**	The employee's start date within the business unit.
EC	Employee Location Identifier End Date	**Optional**	The employee's end date within the business unit.

> **!** **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.

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