EMPLOYER PORTAL GUIDE

SAFF Format v1.0

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1. Overview

1.1 Introduction

The purpose of this Employer Portal User Guide is to provide users of the Employer Portal with instructions on the file requirements for file uploading of employee information and contributions. In particular, this document specifies the SuperStream Alternative File Format (SAFF) requirements and the specific data requirements to allow you to meet your SuperStream obligations. This guide is based on SAFF v1.0.

The data items within this document are intended to align with the SuperStream data fields as specified in the **Data and Payments Standard - Contributions Message Implementation Guide (MIG)** as defined by the Australian Taxation Office (ATO). The ATO may make amendments to the Regulations or alter the requirements at any time.

1.2 What is a SAFF file?

A SAFF file is:

- A file produced from your payroll system containing employee superannuation details and contributions for your employees
- Uploaded to the Employer Portal for streamlined processing of superannuation contributions
- Able to include contributions to any super fund, including self-managed super funds (SMSFs)
- Based on the SuperStream Alternative File Format (SAFF) created by the ATO and the Australian Government
- A comma-separated values (CSV) file.

1.3 How to Use

As the SAFF fields follow the **Contributions Implementation Guide** the structure must not be altered. In line with the MIG the information below provides guidance on if the field data is mandatory, conditional, optional, the data types and business rules.

Whilst some of the fields below are 'mandatory', if no data is provided within the file they will be automatically populated by the Employer Portal. Fields of this nature will be marked appropriately.

1.4 General Formatting Rules

General Validations are rules which CSV files uploaded to the Employer Portal must meet. If any general validations are not met in any fields, the entire file may be rejected.

Amounts	- All amounts MUST be denoted by numeric values only - Do NOT use a dollar sign ($) or a 1000 separator (,) for any amounts - An amount of $1000 can be represented as 1000.00 or 1000 but NOT $1000 or 1,000

Dates	All dates MUST be provided in one of the following three formats: • YYYY-MM-DD or YYYY/MM/DD or YYYY.MM.DD • DD-MM-YYYY or DD/MM/YYYY or DD.MM.YYYY Example: 28th February 2021 can be provided as one of the following: • 2021-02-28 or 2021/02/28 or 2021.02.28 • 28-02-2021 or 28/02/2021 or 28.02.2021 **Note**: • If there are no delimiters, i.e. 20022021 the file will be rejected. • If you are using MS Excel to create or edit your CSV file you may need to open the resultant file in a text editor (e.g. Notepad) to verify the date format is correct.
CSV format	Employer Portal expects a file in CSV format, and so your payroll data should be in this format.
Duplicate File Check	The File ID value field contains a unique identifier which is used to prevent duplicate file uploads. If files with identical values in this field are uploaded, the duplicate file will be rejected. If you have uploaded a file and it has been rejected, you will be able to correct and re-upload the file without changing the FILE ID and it will be accepted. We recommend that a unique internal reference (e.g. batch ID) is used for this field, alternatively a date/time stamp of the file's creation can also be used (e.g. YYYYMMDDHHMM) or the pay period end date. **Any approach is valid as long as the File ID is unique for each batch** of contributions and will remain fixed for the duration of the file's completion in case it is sent more than once. **Note:** If you have uploaded two identical files with two different File IDs, they will both be accepted. Therefore, the uses of automated or standardised file naming mechanisms are recommended for this field.

1.5   Risks in using MS Excel

*Care must be taken i*f you wish to edit your payroll file; there are inherent risks with opening the CSV file in MS Excel. This is because MS Excel will interpret the format requirements of the data which may result in incorrect formatting.

To circumvent MS Excel issues, the .csv file should be imported as a txt file and not just opened in MS Excel. Should you require further assistance with this please contact your Fund Administrator.

Employers will need to undertake their own risk assessment to determine their security requirements in terms of employees opening and potentially making data changes to SAFF files that have been produced by their payroll changes. Ideally any data changes required should be made in the payroll system and a new SAFF file produced for loading into Employer Direct.

2. SAFF Content Table

2.1 Line 1 - Header Record (Cells A1 – F1)

These fields will not be displayed within the Employer Portal but must be included in your file.

Field ID	Excel Cell Ref	Field	ATO Requirement	Field Properties	Notes
1	A1	Version (Label)	Mandatory	MUST be set to 'VERSION' Alphanumeric Max length = 7 characters	This represents the version number label of the latest Superannuation Alternate File Format as released by the ATO. This field is not the version. The version number will be recorded in the 'Version Value' field.
2	B1	Version (Value)	Mandatory	Must be set to '1.0'	Must conform with published file version number
3	C1	Negatives Supported (Label)	Mandatory	The value must be 'Negatives Supported'	This field represents whether negative values are supported
4	D1	Negatives Supported (Value)	Mandatory	Valid Values: 'True': Negative amounts are able to be provided and processed 'False': Negative amounts must not be used and will not be processed.	This field is an indicator. If this field is not populated, the value 'False' will be assumed.
5	E1	File ID (Label)	Optional	The value must be 'File ID'	This field is the File ID label and is the header for the File ID field. The ID number is recorded in the 'File ID Value' field.
6	F1	File ID (Value)	Optional	Alphanumeric. May also contain underscores, hyphens, periods Max length = 20 characters	If provided, it must be unique for every file that an employer uploads. For example, 'payperiod20170106.csv'.

2.2 Line 2 – Category Headings (Cells A2 – CV2)

The table below provides a summary of the data pertaining to employer, member, fund and contributions. Full details are provided in section 2.5 to 2.12. There must only be one line for each employee within the contribution file. If multiple contributions are being made for an employee, the contribution amounts must be combined such that it appears as one entry.

Field ID	Excel Cell Ref	Field	ATO Requirement	Field Properties	Notes
7	A2	Line ID	Optional	This must be set to 'Line ID'	This can be left blank, **however it is preferred that this is supplied.**
8	B2	Header	Optional	This must be set to 'Header'	This can be left blank, **however it is preferred that this is supplied.**
9	F2	Sender	Optional	This must be set to 'Sender'	This can be left blank, **however it is preferred that this is supplied.**
10	M2	Payer	Optional	This must be set to 'Payer'	This can be left blank, **however it is preferred that this is supplied.**
11	R2	Payee/Receiver	Optional	This must be set to 'Payee/Receiver'	This can be left blank, **however it is preferred that this is supplied.**
12	AD2	Employer	Optional	This must be set to 'Employer'	This can be left blank, **however it is preferred that this is supplied.**
13	AH2	Super Fund Member Common	Optional	This must be set to 'Super Fund Member Common'	This can be left blank, **however it is preferred that this is supplied.**
14	BF2	Super Fund Member Contributions	Optional	This must be set to 'Super Fund Member Contributions'	This can be left blank, **however it is preferred that this is supplied.**
15	BP2	Super Fund Member Registration	Optional	This must be set to 'Super Fund Member Registration'	This can be left blank, **however it is preferred that this is supplied.**
16	CF2	Defined Benefits Contributions	Optional	This must be set to 'Defined Benefits Contributions'	This can be left blank, **however it is preferred that this is supplied.**
17	CV2	Defined Benefit Registration	Optional	This must be set to 'Defined Benefit Registration'	This can be left blank, **however it is preferred that this is supplied.**

2.3 Line 3 – Line and Header Details (Cells A3 – E3)

Field ID	Cell Ref	Field	ATO Requirement	Field Properties	Notes
18	A3	Line ID	Optional	This must be set to 'ID'	This is to fill the field A3 with the value 'ID'. This can be left blank.
19	A4 (and down)	Line ID	Optional	Numeric Values Max length = 20 characters	This field is intended to support error resolution for SAFF users and ensures that each transaction has a distinct ID number associated with it. Identical line IDs will be rejected. This can be left blank.
20	B3	SourceEntityID	Mandatory See notes section	Nil	**This field can be left blank within the SAFF and the Employer Portal will automatically populate.**
21	C3	SourceEntityIDType	Mandatory See notes section	Nil	**This field can be left blank within the SAFF and the Employer Portal will automatically populate.**
22	D3	SourceElectronicService Address	Conditional Mandatory if 'ElectronicError Messaging' property is present.	An alias must not be more than 16 characters long and must only contain alphanumeric characters.	Refer to section 3.1 for the definition of an Electronic Service Address. **This field can be left blank within the SAFF and the Employer Portal will automatically populate.**
23	E3	ElectronicErrorMessaging	Optional		**This field can be left blank within the SAFF and the Employer Portal will automatically populate.**

2.4   Data Set Summary

The table below provides a summary of the data pertaining to employer, member, fund and contributions. Full details are provided in section 2.5 to 2.12. **There must only be one line for each employee within the contribution file.**

Columns F - L	Columns M - Q	Columns R - AC	Columns AD - AG	Columns AH - BE	Columns BF - BO	Column BP - CE	Column CF – CU	Column CV – EC
Sender Details	**Payer Details**	**Fund Details**	**Employer Details**	**Member Details**	**Member Contribution Details**	**Member Registration Details**	**Member Defined Benefit Contributions**	**Defined Benefits Registration**
Identifies the relevant contact from the Employer or Agent making contributions.	Organisational details such as ABN, Organisational Name, Bank Account Details. This may be the Employer or Agent.	Identifies the Fund to which the Employee belongs.	Fully identifies the Employer	SuperStream standards require address details of the member to be included.	Provides information for the contribution period and contribution amounts which are categorised by the contribution type.	Required for new Employees and terminating Employees, and also if you are amending some details.	Provides information about defined benefit contributions which are categorised by the contribution type.	Required for new Defined Benefit employees and also if you are amending some details.

2.5 Sender Details (Cells F3 – L3)

The information within this section provides information about a contact person from the Employer/Sender. This allows other parties to identify the sender contact person.

Field ID	Excel Cell Ref	Field	ATO Requirement	Value Format	Example	Notes
24	F3	ABN (or WPN)	Mandatory	Max length = 11 characters Numeric only (no spaces or dashes) Must align with ATO ABN algorithm. ABN is 11 digits and WPN is 8 or 9 digits with zeros added to the front to total 11 characters	83245245245 or 00012345678 or 00123456789	This is the Australian Business Number (ABN) of the Employer. A Withholding Payer Number (WPN) can be used if the Employer is not entitled to an ABN. Refer to Section 3.1 for more information.
25	G3	Organisation Name Text	Mandatory	Max length = 200 characters May contain letters, numbers, apostrophes, hyphens and/or spaces.	A-1 Solutions Pty Ltd	The full name of the Organisation.
26	H3	Family Name	Mandatory	Max length = 40 characters May contain letters, apostrophes, hyphens and spaces. No spaces in surnames with Mc or Mac e.g. McDonald and MacDonald NOT Mc Donald or Mac Donald) Hyphenated names should NOT have spaces on either side of the hyphen Multi-word names MUST be separated by a single space	Smith or McDonald or Van Persie or D'Lilah	The person's last name or surname.

Field ID	Excel Cell Ref	Field	ATO Requirement	Value Format	Example	Notes
27	I3	Given Name	Mandatory	Max length = 40 characters May contain letters (a-z, A-Z), apostrophes, hyphens and space. Hyphenated name should NOT have spaces on either side of the hyphen Multi-word names MUST be separated by a single space	Jason or D'Lilah	The name given to a person which is that person's identifying name within the family group.
28	J3	Other Given Name	Optional	Max length = 40 characters May contain letters (a-z, A-Z), apostrophe, hyphen and space. Hyphenated name should NOT have spaces on either side of the hyphen Multi-word names MUST be separated by a single space	Christopher	The middle name given to a person which complements that person's identifying name within the family group.
29	K3	Email Address Text	Mandatory	Max length = 250 characters Must be in a valid email address format	johndoe@abccompany.com.au	Denotes the address of an electronic mail service belonging to the sender.
30	L3	Telephone Minimal Number	Mandatory	Max length = 16 characters Numeric numbers only with the two-digit area code. No spaces between digits	(02) 1234 4567 MUST be provided as '0212344567'	The contact's work landline or fixed number.

2.6 Payer (Employer) Details (Cells M3 – Q3)

The information within this section provides information additional employer information regarding the Employer/Sender.

Field ID	Excel Cell Ref	Field	ATO Requirement	Format / Data Type	Examples	Notes
31	M3	ABN	Mandatory	Max length = 11 characters Numeric only (no spaces or dashes) Must be aligned with ATO ABN algorithm. ABN is 11 digits and WPN is 8 or 9 digits with zeros added to the front to total 11 characters	83245245245 or 00012345678 or 00123456789	This is the registered ABN of the paying entity. A WPN can be used if the entity is not entitled to an ABN.
32	N3	Organisational Name Text	Mandatory	Max length = 200 characters May contain letters, numbers, apostrophes, hyphens or spaces	A-1 Solutions Pty Ltd	The full name by which an organisation is known.
33	O3	BSB Number	Mandatory	Max length = 6 characters MUST be numeric digits only	123456	A Bank State Branch (BSB) Number is a unique number which identifies both the Financial Institution and the primary branch of an account.
34	P3	Account Number	Mandatory	Max length = 9 characters Must be numeric digits only	12345678	A unique number assigned by a Financial Institution, for each individual account held by a customer.
35	Q3	Account Name Text	Mandatory	Max length = 100 characters May contain letters, numbers, apostrophes, hyphens or spaces.	A-1 Solutions Pty Ltd	This is the name of the individual or entity listed on an account held by a financial institution.

2.7 Payee/Receiver (Superannuation Fund) Details (Cells R3 - AC3)

This section is used to identify the destination fund to whom the contributions will be paid to. The majority of these fields are deemed to be 'Mandatory' by the ATO, however where indicated some of these fields may be left blank. The data will be populated by the Employer Portal based on the ABN, USI and Organisation Name (Fund Name) you provide in the other fields. If the required fields are not populated (or incorrect data is provided) in the file and the Employer Portal is unable to determine the destination fund, the Employer Portal may ask you to 'link' a fund to the member when the contribution file is loaded. If the contribution is being paid to a SMSF (Self-Managed Superannuation Fund) then only the ABN of the fund is required.

⚠️ Under SuperStream legislation, the Payment Reference Number (PRN) is used by SuperChoice to match the CTR message and the money transfer. The PRN will be provided within the Submit Payment screen on the Employer Portal after the data has been submitted with no errors. This PRN MUST be used within the payment reference field when remitting the payment through your banking system. Failure to provide this PRN on the payment and the correct amount may result in the Contribution File and the associated Payments being rejected.

Field ID	Excel Cell Ref	Field	ATO Requirement	Format / Data Type	Examples	Notes
36	R3	Australian Business Number (ABN)	Conditional Mandatory if USI is not supplied.	Max length = 11 characters Numeric only (no spaces or dashes) Must align with ATO ABN algorithm. ABN is 11 digits and WPN is 8 or 9 digits with zeros added to the front to total 11 characters	83245245245 or 00012345678 or 00123456789	This is the ABN of the Superannuation fund the payment is being paid to. Refer to Section 3.1 for more information. Whilst this is Conditional Mandatory under ATO requirements, it is **STRONGLY RECOMMENDED that this is provided as the Employer Portal utilises this for matching purposes.**
37	S3	Unique Superannuation Identifier (USI)	**Mandatory for APRA Funds.** **Leave blank for SMSFs.**	Max length = 20 characters May contain letters and numbers only	61907288176	The unique superannuation identifier is used for identifying the product within the fund which the member account belongs to. Must be a valid USI registered on the ATO Fund Validation Service (FVS). Refer to Section 3.1 for more information.

Field ID	Excel Cell Ref	Field	ATO Requirement	Format / Data Type	Examples	Notes
38	T3	Organisational Name Text	Mandatory	Max length = 200 characters Can contain letters, numbers, apostrophes, hyphens and/or spaces.	Sample Org Pty Ltd	The full name of the Superannuation Fund.
39	U3	TargetElectronicService Address	Conditional **Mandatory for SMSFs.** **MUST be blank for APRA funds**	Alphanumeric value Max length = 16 characters	MACQUARIESMSF	This is an IP address or the URL of the message target entity, or an alias endorsed by the ATO that represents an IP address or URL. **This can be left blank for APRA funds but MUST be provided for SMSFs.** Refer to Section 3.1 for more information.
40	V3	Payment Method Code	Mandatory	Valid values are "DirectCredit" or "DirectDebit"		Indicates the method used for payment. **This may be left blank as the Employer Portal will automatically populate.**
41	W3	Transaction Date	Conditional, Mandatory if Payment Type = 'DirectCredit'	See section 1.4 for accepted date formats.	13/01/2017	Date on which a payment has been made by an entity. **This may be left blank as the Employer Portal will automatically populate.**
42	X3	Payment/Customer Reference Number	Conditional, Mandatory if Payment Type = 'DirectCredit' or 'DirectDebit'.			This is the unique reference number which identifies a payment. It is generated and displayed on the Submission screen. The number is used by the fund so they can identify the employer making the payment. **This may be left blank as the Employer Portal will automatically populate.**

Field ID	Excel Cell Ref	Field	ATO Requirement	Format / Data Type	Examples	Notes
43	Y3	BPAY Biller Code	Conditional Mandatory if Payment Type = 'BPAY'. Not applicable to Mercer default fund	Numeric values only	12345678	Code used to identify the biller organisation for BPay purposes. **This may be left blank as the Employer Portal will automatically populate.**
44	Z3	Payment Amount	Mandatory			The value must match the total value of all contributions within the SAFF. **This may be left blank as the Employer Portal will automatically populate.**
45	AA3	BSB Number	Mandatory	MUST contain exactly 6 numeric digits	12345678	A Bank State Branch (BSB) Number is a unique number which identifies both the Financial Institution and the point of representation of a particular account in Australia. **Leave blank for APRA funds**, the Employer Portal will automatically populate. **Always provide for SMSFs.**
46	AB3	Account Number	Mandatory	MUST only contain numeric values	12345678	A unique number assigned by a financial institution, for each individual account held by a customer. **Leave blank for APRA funds**, the Employer Portal will automatically populate. **Always provide for SMSFs.**
47	AC3	Account Name Text	Mandatory	MUST only contain letters, numbers, apostrophes, hyphens and/or spaces Max length = 100 characters	Sample Pty Ltd	This is the name of the individual or entity on an account held by a financial institution. **Leave blank for APRA funds**, the Employer Portal will automatically populate. **Always provide for SMSFs.**

2.8 Employer Details (Cells AD3 - AG3)

The below fields contain information about the employer making the contribution payment. It is strongly recommended that the Employer ABN and Superannuation Fund Generated Employer Identifier, also known as the Fund Employer Number (FEN), are both provided with each and every contribution file. This will enable to data in the file to be validated against the data within the Employer Portal and ensure the quick matching of data on loading.

Field ID	Excel Cell Ref	Field	ATO Requirement	Format / Data Type	Examples	Notes
48	AD3	ABN	Mandatory	Max length = 11 characters Numeric only (no spaces or dashes) Must align with ATO ABN algorithm ABN is 11 digits and WPN is 8 or 9 digits with zeros added to the front to total 11 characters	83245245245 or 00012345678 or 00123456789	This is the ABN of the entity with the Payee role in the interaction. Refer to Section 3.1 for more information.
49	AE3	Location ID	Optional	Alphanumeric value Max length = 20 characters	HR or IT	This field links an employee to specific sections/departments/payrolls within an organisation with a unique ABN.
50	AF3	Organisational Name Text	Mandatory	Max length = 200 characters Can contain letters, numbers, apostrophes, hyphens and/or spaces	A-1 Simon's Pre-Solutions Pty Ltd	The name by which an organisation is known to the superannuation fund.
51	AG3	Superannuation Fund Generated Employer Identifier	Optional, strongly recommended Please provide this if the ABN applies to multiple employers.	Alphanumeric Max length = 12 characters	AB1645752	The identifier is a unique superannuation fund-generated employer ID to identify the employer to the fund. Where multiple employer entities are remitting using the same ABN, this field must be provided.

2.9 Super Fund Member 'Common' Details (Cells AH3 – BE3)

This section is designed to provide standard information about the member.

Field ID	Excel Cell Ref	Field	ATO Requirement	Format / Data Type	Examples	Notes
52	AH3	TFN	Optional, refer to notes	Numeric digits only Max length = 9 characters	'104388798' or '197657809'	**You MUST provide the employee's TFN if it has been provided to you.** Refer to section 3.2 for more information.
53	AI3	Person Name Title Text	Optional	Max length = 12 characters	MR or MRS	A term indicating a person's status or used as a form of address or reference. If a value is provided, it MUST be one of the accepted values listed in section 3.5.
54	AJ3	Person Name Suffix Text	Optional Mandatory for Mercer default fund. See notes section	Max length = 5 characters	PVT or SEN or GOV	Awards, Honours or any other kind of denominations that may follow the name of the person. If a value is provided, it MUST be one of the accepted values listed in section 3.3. Mandatory for new members joining the Mercer default fund.

Field ID	Excel Cell Ref	Field	ATO Requirement	Format / Data Type	Examples	Notes
55	AK3	Family Name	Mandatory	Max length = 40 characters May contain letters, apostrophes, hyphens and/or spaces. No spaces between surnames with Mc or Mac Hyphenated names should NOT have spaces on either side of the hyphen Multi-word names MUST be separated by a single space	McDonald or MacDonald NOT Mc Donald or Mac Donald Van-Anderson NOT Van - Anderson	The person's last name or surname.
56	AL3	Given Name	Mandatory	Max length = 40 characters May contain letters, apostrophes, hyphens and/or spaces. Hyphenated name should NOT have spaces on either side of the hyphen Multi-word names MUST be separated by a single space		The name given to a person as their identifying name within the family group or the name by which the person is uniquely identified. IMPORTANT: If the member only has one name then enter this in Member Family Name and enter "NOT APPLICABLE" in Member Given Name

Field ID	Excel Cell Ref	Field	ATO Requirement	Format / Data Type	Examples	Notes
57	AM3	Other Given Name	Optional	Max length = 40 characters May contain letters, apostrophes, hyphens and/or spaces. Hyphenated name should NOT have spaces on either side of the hyphen Multi-word names MUST be separated by a single space		The middle name given to a person which complements that person's identifying name within the family group or the name by which the person is uniquely identified.
58	AN3	Sex Code	Mandatory	Valid values are: 0 = not stated or inadequately described 1 = male 2 = female 3 = Intersex or Indeterminate	0 or 1 or 2 or 3	A code indicating the biological distinction between male and female as reported by a person.
59	AO3	Birth Date	Mandatory	See section 1.4 for accepted date formats.	13/01/2017	The year, month and day in which an individual was born. If not provided enter 1900-01-01.
60	AP3	Address Usage Code	Mandatory	Max length = 3 characters Valid values are: RES = Residential Address POS = Postal or Correspondence Address	RES or POS	Implements one of the possible address types available for a party. MUST be set to "RES" if resident address is known, if residential address is not known MUST be set to "POS"

Field ID	Excel Cell Ref	Field	ATO Requirement	Format / Data Type	Examples	Notes
61	AQ3	Address Details Line 1 Text	Mandatory	Max length = 50 characters Can contain letters, numbers, apostrophes, hyphens, (), / and/or spaces.	'Unit 3' or UNKNOWN	First line of employee's address If the member address is not known, then enter "'UNKNOWN' Refer to section 3.4 for more information.
62	AR3	Address Details Line 2 Text	Optional	Max length = 50 Can contain letters, numbers, apostrophes, hyphens, (), / and/or spaces	'10 Kent Street' (This will be in Line 1 if it is not a unit)	The content of an address line generally used for overseas addresses. This can also be used for Australian addresses that do not conform to the structured address format. Refer to section 3.4 for more information.
63	AS3	Address Details Line 3 Text	Optional	Max length = 50 characters Can contain letters, numbers, apostrophes, hyphens, (), / and/or spaces		The content of an address line generally used for overseas addresses. This can also be used for Australian addresses that do not conform to the structured address format. Refer to section 3.4 for more information
64	AT3	Address Details Line 4 Text	Optional	Max length = 50 characters Can contain letters, numbers, apostrophes, hyphens, (), / and/or spaces		The content of an address line generally used for overseas addresses. This can also be used for Australian addresses that do not conform to the structured address format. Refer to section 3.4 for more information
65	AU3	Locality Name Text	Mandatory	Max length = 50 characters Can contain letters, numbers, apostrophes, hyphens, (), / and/or spaces If the member address is not known, then enter 'UNKNOWN'.	'Sydney' or 'Parramatta'	Applicable for Australian addresses only. The suburb or town associated with the address. For Australian addresses, this should be in line with the Australia Post Suburb Index. If an international address is provided enter in 'OVERSEAS'. Refer to section 3.4 for more information.

Field ID	Excel Cell Ref	Field	ATO Requirement	Format / Data Type	Examples	Notes
66	AV3	Postcode Text	Conditional – Mandatory if Country Code in section 3.7 is set to 'au'	Digit Numeric See notes section	'2000' or '2150'	The Australian descriptor for a postal delivery area, aligned with locality, suburb or place. If the member address is not known, then enter '0000'. Overseas addresses do not require this field to be populated. Mandatory for AUSTRALIAN Addresses only. Conditional if overseas.
67	AW3	State or Territory Code	Conditional – Mandatory if Country Code in section 3.7 is set to 'au'	Valid values: ACT, NSW, NT, TAS, QLD, SA, VIC, WA or AAT **If the member address is not known, then enter ACT.**	'NSW'	ACT: Australian Capital Territory NSW: New South Wales NT: Northern Territory TAS: Tasmania QLD: Queensland SA: South Australia VIC: Victories WA: Western Australia AAT: Australian Antarctic Territory Overseas addresses do not require this field to be populated.

Field ID	Excel Cell Ref	Field	ATO Requirement	Format / Data Type	Examples	Notes
68	AX3	Country Code	Mandatory	2-character alphabetic value See notes section for more information	'au'	Provide this field for both Australian and international addresses. The Country Code must be specified using the two character code published under ISO 3166. Below are some common country codes: AU: Australia NZ: New Zealand UK: United Kingdom US: United States If this code is unknown, enter 'au' A full list of ISO 3166 country codes are available from https://www.iso.org/obp/ui/#search
69	AY3	E-mail Address Text	Optional	Max Length = 250 characters Must be a valid email address See examples for formatting.	abc@xyz.com.au or def@uvw.com	Denotes the address of an electronic mail service. This should be the employees private email address and not their work email address.
70	AZ3	Telephone Minimal Number Landline	Optional	Numeric values only MUST have valid area code No spaces between numbers Length: 4 to 16 characters	(07) 3239 1670 MUST be provided as '0723391670'	The Employee's landline telephone number.
71	BA3	Telephone Minimal Number Mobile	Optional	Numeric values only No spaces between numbers MUST be '04' followed by 8 digits	0412 622 888 MUST be provided as '0412622888'	The Employee's mobile phone number.

Field ID	Excel Cell Ref	Field	ATO Requirement	Format / Data Type	Examples	Notes
72	BB3	Member Client Identifier	Optional	Max Length = 16 characters Letters and numbers only		This is the superannuation member's ID which assists to uniquely identify the member. If the employee is a new member joining the default fund then leave blank. The member number should then be provided in subsequent files. We **STRONGLY RECOMMENDED that this is provided for non SMSF** as the Employer Portal utilises this for member matching purposes.
73	BC3	Payroll Number Identifier	Optional	Max length = 20 characters Letters and numbers only.		Number allocated by the payer payroll system to identify an employee. Refer to section 3.2 for more information. We **recommend that this is provided** as the Employer Portal utilises this for member matching purposes.
74	BD3	Employment End Date	Optional	See section 2.1 for accepted date formats.	13/01/2017	The date the member finished working with the last known main employer. We recommend that this is provided in the event of the member is ceasing employment.
75	BE3	Employment End Reason Text	Optional	Max length = 20 characters Letters only	Resignation or Termination or Leave without pay Valid values are pre-determined by the fund.	A short description to explain why the employee has ended their employment Funds. We recommend that this is provided in conjunction with the Employment End Date in the event of the member ceasing employment. Mandatory for Mercer default fund where an Employment End date is populated as above.

2.10 Super Fund Member Contribution Details (Cell BF3 – BO3)

The below table contains the fields about each member and their superannuation contributions:

Field ID	Excel Cell Ref	Field	ATO Requirement	Format / Datatype	Examples	Notes
76	BF3	Pay Period Start Date	Mandatory	See section 2.1 for accepted date formats.	13/01/2017	The start date of the pay period. This date cannot be earlier than the Start Date.
77	BG3	Pay Period End Date	Mandatory	See section 2.1 for accepted date formats.	13/01/2017	Pay period end date that the contributions relate to.
78	BH3	Superannuation Guarantee Amount	Optional	Numeric values only (up to two decimal places, no commas) Negative amounts are not accepted	$15.66 MUST be provided as: 15.66	Contributions made by an employer for the benefit of an employee as mandated by super guarantee legislation.
79	BI3	Award or Productivity Amount	Optional	Numeric values only (up to two decimal places, no commas) Negative amounts are not accepted	$15.66 MUST be provided as: 15.66	Contribution made by an employer for the benefit of an employee as mandated by an award or other industrial agreement.
80	BJ3	Personal Contributions Amount	Optional	Numeric values only (up to two decimal places, no commas) Negative amounts are not accepted	$15.66 MUST be provided as: 15.66	A contribution made by an individual for their own benefit (whether or not they intend to claim a deduction for the contribution). Includes where an employee directs an employer to make after-tax contributions on behalf of the employee (e.g. by payroll deduction).

Field ID	Excel Cell Ref	Field	ATO Requirement	Format / Datatype	Examples	Notes
81	BK3	Salary Sacrificed Amount	Optional	Numeric values only (up to two decimal places, no commas) Negative amounts are not accepted	$15.66 MUST be provided as: 15.66	Salary sacrificing is a special arrangement between employers and employees where the pre-tax salary of an employee is sacrificed in return for employment related benefits. Salary sacrificed earnings from superannuation refers to the salary sacrificed earnings paid on behalf of employees.
82	BL3	Voluntary Amount	Optional	Numeric values only (up to two decimal places, no commas) Negative amounts are not accepted	$15.66 MUST be provided as: 15.66	Employer contributions which are not mandated employer contributions.
83	BM3	Spouse Contributions Amount	Optional	Numeric values only (up to two decimal places, no commas) Negative amounts are not accepted	$15.66 MUST be provided as: 15.66	A contribution made by an individual for their spouse's benefit. This includes where an employee directs an employer to make after-tax contributions on behalf of the employee's spouse (e.g.: by payroll deduction). A spouse may be of the same sex as the member.
84	BN3	Child Contributions Amount	Optional	Numeric values only (up to two decimal places, no commas) Negative amounts are not accepted	$15.66 MUST be provided as: 15.66	A contribution made by an individual for the benefit of a person less than 18, but not because they are the person's employer or where an employee directs an employer to make after-tax contributions for this purpose.
85	BO3	Other Third Party Contributions Amount	Optional	Numeric values only (up to two decimal places, no commas) Negative amounts are not accepted	$15.66 MUST be provided as: 15.66	A contribution made by a third party for the benefit of another person, other than contributions made: • by the person's employer • by the person's spouse • for a child under 18

2.11 Super Fund Member Registration Details (Cells BP3 - CE3)

The below fields contain the fields about each member when they are required to be registered with a default superannuation fund.

Field ID	Excel Cell Ref	Field	ATO Requirement	Format / Data Type	Examples	Notes
86	BP3	Employment Start Date	Optional Mandatory for Mercer default fund. See notes section	See section 2.1 for accepted date formats.	13/01/2017	The date the member commenced working with their last known main employer. We recommend that this is provided when a new employee commences work. Mandatory for new members joining the Mercer default fund.
87	BQ3	At Work Indicator	Optional	Valid Values: 'True' = At work on employment start date 'False' = Not at work on employment start date.		Be 'At Work' on the first day of employment which is indicated by: Employment Start Date in section 3.9 The 'At Work' indicator means the employee is genuinely performing all of their duties in relation to their usual occupation or they are not at work on Employment Start Date due to some reason other than injury or illness.
88	BR3	Annual Salary for Benefits Amount	Optional	Numeric Values only (up to two decimal places)	$15.66 would be: '15.66'	The salary used to calculate a Defined Benefit members benefit entitlements.
89	BS3	Annual Salary for Contributions Amount	Optional	Numeric Values only (up to two decimal places)	$15.66 would be: '15.66'	The salary used to calculate expected and/or actual contributions.
90	BT3	Annual Salary for Contributions Effective Start Date	Optional	See section 2.1 for accepted date formats.	13/01/2017	The start date from which the Annual Salary for contributions determination is based.

Field ID	Excel Cell Ref	Field	ATO Requirement	Format / Data Type	Examples	Notes
91	BU3	Annual Salary for Contributions Effective End Date	Optional	See section 2.1 for accepted date formats.	13/01/2017	The end date from which the Annual Salary for contributions determination is based.
92	BV3	Annual Salary for Insurance Amount	Optional	Numeric Values only (up to two decimal places)	100000.00	The salary used to calculate insurance amounts.
93	BW3	Weekly Hours Worked Number	Optional Mandatory for Mercer default fund. See notes section	Minutes are expressed as a percentage of whole hours.	Seventy-two hours and thirty minutes MUST be entered as: "72.50"	The hours of work which it is usual for an employee to work per week. Mandatory for new members joining the Mercer default fund if 'employment type' is Part-time.
94	BX3	Occupation Description	Optional	Letters only Max length = 20 characters No spaces permitted	Accountant	The main salary and wage income-earning occupation an employee undertakes.
95	BY3	Insurance Opt Out Indicator	Optional	'True' = Member does not want insurance 'False' = Member does want insurance	True	This indicator is used to communicate to the Fund that the member does not want the Super Fund to provide an insurance product to them.

Field ID	Excel Cell Ref	Field	ATO Requirement	Format / Data Type	Examples	Notes
96	BZ3	Fund Registration Date	Optional Mandatory for Mercer default fund. See notes section	See section 2.1 for accepted date formats.	13/01/2017	The date that the individual was registered with the Super Fund. Mandatory for new members joining the Mercer default fund.
97	CA3	Benefit Category Text	Optional	Letters and numbers only Max length = 10 characters	Accumulation (varies per fund)	The benefit category may be used by your superannuation provider to determine product features applied to a membership or superannuation account. **We recommend that this is field is provided as this is a key field for matching purposes.** Generally not required for SMSF.
98	CB3	Employment Status Code	Optional Mandatory for Mercer default fund. See notes section	Valid values are: 'Casual', 'Contractor', 'Full time', 'Part time'	Casual	Describes the employment arrangement between the employee and employer. Mandatory for new members joining the Mercer default fund.
99	CC3	Super Contribution Commence Date	Optional	See section 2.1 for accepted date formats.	13/01/2017	The date when a member's contributions commence.
100	CD3	Super Contribution Cease Date	Optional	See section 2.1 for accepted date formats.	13/01/2017	The date when a member's contributions cease.

Field ID	Excel Cell Ref	Field	ATO Requirement	Format / Data Type	Examples	Notes
101	CE3	Member Registration Amendment Reason Text	Optional	Letters Only Max length = 30 characters		Description to accompany a change to a member's registration

2.12 Defined Benefits Contribution Details (Cells CF3 - CU3)

This section is only necessary if the contribution is for a defined benefit member. The data requirements for these contributions vary from fund to fund. If you need to make DB contributions, you will need to contact the receiving fund to meet their data requirements.

Field ID	Excel Cell Ref	Field	ATO Requirement	Format / Notional Datatype	Examples	Notes
102	CF3	Defined Benefit Member Pre Tax Contribution	Optional	Numeric Values (up to two decimal places)	$15.66 MUST be provided as: 15.66	Member defined benefit contribution that the member has elected to pay via salary sacrifice (subject to employer approval).
103	CG3	Defined Benefit Member Post Tax Contribution	Optional	Numeric Values (up to two decimal places)	$15.66 MUST be provided as: 15.66	Member defined benefit contribution that the member has elected to pay from their after-tax salary.
104	CH3	Defined Benefit Employer Contribution	Optional	Numeric Values (up to two decimal places)	$15.66 MUST be provided as: 15.66	An amount paid by the employer to fund defined benefits.
105	CI3	Defined Benefit Notional Member Pre Tax Contribution	Optional	Numeric Values (up to two decimal places)	$15.66 MUST be provided as: 15.66	A notional member defined benefit pre-tax contribution calculated by the employer based on advice provided by the fund.
106	CJ3	Defined Benefit Notional Member Post Tax Contribution	Optional	Numeric Values (up to two decimal places)	$15.66 MUST be provided as: 15.66	A notional member defined benefit post-tax contribution calculated by the employer based on advice provided by the fund.
107	CK3	Defined Benefit Notional Employer Contribution	Optional	Numeric Values (up to two decimal places)	$15.66 MUST be provided as: 15.66	A notional employer defined benefit contribution calculated by the employer based on advice provided by the fund.

Field ID	Excel Cell Ref	Field	ATO Requirement	Format / Notional Datatype	Examples	Notes
108	CL3	Ordinary Time Earnings	Optional	Numeric Values (up to two decimal places)	$15.66 MUST be provided as: 15.66	Amount paid to the member in the contribution period as defined by legislative definition of ordinary time earnings. Fortnightly Ordinary Time Earnings - The member's fortnightly ordinary time earnings for the given pay day calculated in accordance with the Superannuation Guarantee (Administration) Optional Act 1992 and any determinations or rulings issued by the Australian Taxation Office (ATO).
109	CM3	Actual Periodic Salary or Wages Earned	Optional	Numeric Values (up to two decimal places)	$15.66 MUST be provided as: 15.66	Actual gross salary or wages received in contribution period.
110	CN3	Superannuable Allowances Paid	Optional	Numeric Values (up to two decimal places)	$15.66 MUST be provided as: 15.66	Sum of all superannuable allowances received during the contribution period.
111	CO3	Notional Superannuable Allowances	Optional	Numeric Values (up to two decimal places)	$15.66 MUST be provided as: 15.66	Sum of all superannuable allowances notionally received during the contribution period.
112	CP3	Service Fraction	Optional	Numeric Values between 0 and 1 (up to two decimal places)	5% MUST be expressed as: '.05'	The ratio of contracted hours to full-time hours during the contribution period, expressed as a decimal between 0 and 1.
113	CQ3	Service Fraction Effective Date	Conditional Mandatory if Service Fraction value is provided	See section 2.1 for accepted date formats.	13/01/2017	Date from which the service fraction applies

Field ID	Excel Cell Ref	Field	ATO Requirement	Format / Notional Datatype	Examples	Notes
114	CR3	Full Time Hours	Optional	Minutes are expressed as a percentage of whole hours	Seventy-two hours thirty minutes MUST be entered as "72.50"	The number of hours of the position a full-time employee would work during the contribution period.
115	CS3	Contracted Hours	Optional	Minutes are expressed as a percentage of whole hours	Seventy-two hours thirty minutes MUST be entered as "72.50"	Number of hours the employee is contracted to work during the contribution period.
116	CT3	Actual Hours Paid	Optional	Minutes are expressed as a percentage of whole hours	Seventy-two hours thirty minutes MUST be entered as "72.50"	Number of paid hours in the period.
117	CU3	Employee Location Identifier	Optional	Letters and numbers Max length = 20 characters		Report the value of the Employee Location Identifier.

2.13 Defined Benefits Member Registration Details (Cells CV3 - EC3)

The below fields contain additional information required for Defined Benefit account registration. These fields are only required DB members are being registered. You will need to contact the fund to meet their data requirements.

Field ID	Excel Cell Ref	Field	ATO Requirement	Format	Examples	Notes
118	CV3	Service Fraction	Optional	Numeric Values between 0 and 1 (up to two decimal places)	5% MUST be expressed as: '.05'	The ratio of contracted hours to full-time hours during the contribution period.
119	CW3	Service Fraction Start Date	Conditional Mandatory if Service Fraction provided	See section 1.4 for accepted date formats.	13/01/2017	Start date for this service fraction value.
120	CX3	Service Fraction End Date	Conditional Mandatory if Service Fraction provided	See section 1.4 for accepted date formats.	13/01/2017	End date from which the service fraction applies.
121	CY3	Defined Benefit Employer Rate	Optional	Numeric Values between 0 and 1 (up to two decimal places)	5% MUST be expressed as: '.05'	The employer contribution rate as a percentage of superannuable salary
122	CZ3	Defined Benefit Employer Rate Start Date	Conditional Mandatory if defined benefit employer rate provided	See section 1.4 for accepted date formats.	13/01/2017	Start date from which the employer rate applies.
123	DA3	Defined Benefit Employer Rate End Date	Conditional Mandatory if defined benefit employer rate provided	See section 1.4 for accepted date formats.	13/01/2017	The date from which the employer rate ceases.
124	DB3	Defined Benefit Member Rate	Optional	Numeric Values between 0 and 1 (up to five decimal places)	0.99999	The member contribution rate as a percentage of superannuable salary.

Field ID	Excel Cell Ref	Field	ATO Requirement	Format	Examples	Notes
125	DC3	Defined Benefit Member Rate Start Date	Conditional Mandatory if Defined Benefit Member Rate provided.	See section 1.4 for accepted date formats.	13/01/2017	Start date from which the member rate applies.
126	DD3	Defined Benefit Member Rate End Date	Optional	See section 1.4 for accepted date formats.	13/01/2017	The date from which the member rate ceases.
127	DE3	Defined Benefit Annual Salary 1	Optional	Numeric Values (up to two decimal places)	$15.66 MUST be provided as: 15.66	The following fields are provided for use by agreement between employers and funds.
128	DF3	Defined Benefit Annual Salary 1 Start Date	Conditional Mandatory if Defined Benefit Annual Salary 1 provided	See section 1.4 for accepted date formats.	13/01/2017	Start date from which the member rate applies.
129	DG3	Defined Benefit Annual Salary 1 End Date	Conditional Mandatory if Defined Benefit Annual Salary 1 provided	See section 1.4 for accepted date formats.	13/01/2017	The date from which the member rate ceases.
130	DH3	Defined Benefit Annual Salary 2	Optional	Numeric Values (up to two decimal places)	$15.66 MUST be provided as: 15.66	The following fields are provided for use by agreement between employers and funds.
131	DI3	Defined Benefit Annual Salary 2 Start Date	Conditional, Mandatory if Defined Benefit Annual Salary 2 provided	See section 1.4 for accepted date formats.	13/01/2017	Start date from which the member rate applies.

Field ID	Excel Cell Ref	Field	ATO Requirement	Format	Examples	Notes
132	DJ3	Defined Benefit Annual Salary 2 End Date	Conditional, Mandatory if Defined Benefit Annual Salary 2 provided	See section 1.4 for accepted date formats.	13/01/2017	The date from which the member rate ceases.
133	DK3	Defined Benefit Annual Salary 3	Optional	Numeric Values (up to two decimal places)	$15.66 MUST be provided as: 15.66	The following fields are provided for use by agreement between employers and funds.
134	DL3	Defined Benefit Annual Salary 3 Start Date	Conditional, Mandatory if Defined Benefit Annual Salary 3 provided	See section 1.4 for accepted date formats.	13/01/2017	Start date from which the member rate applies.
135	DM3	Defined Benefit Annual Salary 3 End Date	Conditional, Mandatory if Defined Benefit Annual Salary 3 provided	See section 1.4 for accepted date formats.	13/01/2017	The date from which the member rate ceases.
136	DN3	Defined Benefit Annual Salary 4	Optional	Numeric Values (up to two decimal places)	$15.66 MUST be provided as: 15.66	The following fields are provided for use by agreement between employers and funds.
137	DO3	Defined Benefit Annual Salary 4 Start Date	Conditional, Mandatory if Defined Benefit Annual Salary 4 provided	See section 1.4 for accepted date formats.	13/01/2017	Start date from which the member rate applies.
138	DP3	Defined Benefit Annual Salary 4 End Date	Conditional, Mandatory if Defined Benefit Annual Salary 4 provided	See section 1.4 for accepted date formats.	13/01/2017	The date from which the member rate ceases.
139	DQ3	Defined Benefit Annual Salary 5	Optional	Numeric Values (up to two decimal places)	$15.66 MUST be provided as: 15.66	The following fields are provided for use by agreement between employers and funds.

Field ID	Excel Cell Ref	Field	ATO Requirement	Format	Examples	Notes
140	DR3	Defined Benefit Annual Salary 5 Start Date	Conditional, Mandatory if Defined Benefit Annual Salary 5 provided	See section 1.4 for accepted date formats.	13/01/2017	Start date from which the member rate applies.
141	DS3	Defined Benefit Annual Salary 5 End Date	Conditional, Mandatory if Defined Benefit Annual Salary 5 provided	See section 1.4 for accepted date formats.	13/01/2017	The date from which the member rate ceases.
142	DT3	Leave Without Pay Code	Optional	Must be an integer between 1 and 6 (inclusive) Valid values: 1 - Sick/Carer's/Personal 2 - Maternity/Paternity (Paid) 3 - Maternity/Paternity (Unpaid) 4 - Compassionate/Bereavement 5 - Miscellaneous (Paid) 6 - Miscellaneous (Unpaid)	1	Indicates that the employee is on a specific category of approved leave without pay granted by the employer.
143	DU3	Leave Without Pay Code Start Date	Optional	See section 1.4 for accepted date formats.	13/01/2017	Start date from which the code applies.
144	DV3	Leave Without Pay Code End Date	Optional	See section 1.4 for accepted date formats.	13/01/2017	The date from which the code ceases.
145	DW3	Annual Salary for Insurance Effective Date	Optional	See section 1.4 for accepted date formats.	13/01/2017	The effective start date of the annual salary for insurance.

Field ID	Excel Cell Ref	Field	ATO Requirement	Format	Examples	Notes
146	DX3	Annual Salary for Benefits Effective Date	Optional	See section 1.4 for accepted date formats.	13/01/2017	The effective start date of the annual salary for benefits.
147	DY3	Employee Status Effective Date	Optional	See section 1.4 for accepted date formats.	13/01/2017	Date from which Employee Status applies.
148	DZ3	Employee Benefit Category Effective Date	Optional	See section 1.4 for accepted date formats.	13/01/2017	The effective start date at which the employee benefit category applies.
149	EA3	Employee Location Identifier	Optional	Can contain letters and numbers. Max length = 20 characters	'HR' or 'IT'	Identifies sub-component of employer organisational structure in which the employee sits.
150	EB3	Employee Location Identifier Start Date	Optional	See section 1.4 for accepted date formats.	13/01/2017	The Start Date at which the Employee Location applies.
151	EC3	Employee Location Identifier End Date	Optional	See section 1.4 for accepted date formats.	13/01/2017	The End Date at which the Employee Location no longer applies.

3. Additional Notes

3.1 Identifying Superannuation Funds

Unique Superannuation Identifier (USI):

Historically, many public and corporate funds were identified using a Superannuation Product Identification Number (SPIN). With the introduction of the SuperStream Standards, superannuation funds are now identified using a Unique Superannuation Identifier (USI). SMSFs do not have USIs as they are identified by their ABN.

Australian Business Number (ABN) and Withholding Payer Number (WPN):

The Australian Business Number (ABN) is a unique 11-digit identifier that uniquely identifies business entities which includes most Super Funds.

Where an Employer is not eligible for an ABN, they can use their Withholding Payer Number (WPN) for SuperStream purposes. The WPN can be found on pay as you go (PAYG) withholding registration advice or an activity statement.

Note: A WPN isn't the same length as an ABN, so depending on your SuperStream solution you may need to add leading zeros when providing your WPN to total 11 digits.

Target Electronic Service Address (ESA):

To receive SuperStream data an employee with a SMSF MUST register and provide their employers with an electronic service address. An electronic service address is an alias used by a Self-Managed Fund (SMSF) that represents the uniform resource locator (URL) or internet protocol (IP) address of a messaging provider.

If the SMSF doesn't use a professional service provider, the trustee will need to register directly with an SMSF messaging provider. The provider will give the fund an active electronic service address (alias), which MUST be passed on to the employer.

If the employee is unable to provide a valid SMSF electronic service address, then the employer can redirect the super contributions to their default fund.

File Requirements:

For funds with a Unique Superannuation Identifier (USI), i.e. non SMSF, the easiest way to make a contribution is to include both the USI and ABN within the file. The following table summarises the information requirements for both APRA and Self-Managed Funds:

Fund Type	ABN	USI	Target ESA
APRA Regulated Fund	Conditional, but **strongly recommended that it is provided** This data is used for matching purposes within the Employer Portal and is validated against the ATO Fund Validation Service.	Mandatory This data is used for matching purposes within the Employer Portal and is validated against the ATO Fund Validation Service.	MUST be blank
SMSF	Mandatory	MUST be blank	Mandatory

3.2 Member Identifiers

The Member Client Identifier (member number), Payroll Number Identifier and Tax File Number (TFN) fields are known as identifiers as they are unique for each individual member. Whilst these fields are optional, it is strongly recommended that they are provided to prevent mismatches during the processing of the file.

- A TFN must be provided where an employee has provided it to the employer

- Member Client Identifiers should be provided unless the employee is a new member of your default fund or the receiving fund does not have any client identifiers (e.g. SMSF). On receipt of a new member notification, a message is sent back by the default fund with the "new member number" and this appears under the notifications tab on the Employer Portal.

- Payroll Number Identifier should be provided if your payroll system contains this information on employees.

3.3 Name Suffix

The acceptable values and their descriptions for the name suffix field are listed in the table below:

Title	Description	Title	Description
II	II - Second	DCB	DCB - Dame Commander of the Order of the Bath
III	III - Third	KBE	KBE - Knight Commander of the Order of the British Empire
IV	IV - Fourth	DBE	DBE - Dame Commander of the Order of the British Empire
AC	AC - Companion of the Order of Australia	KCVO	KCVO - Knight Commander of the Royal Victorian Order
CH	CH - Companion of Honour	DCVO	DCVO - Dame Commander of the Royal Victorian Order
ESQ	ESQ - Esquire	AK	AK - Knight of the Order of Australia
JNR	JNR - Junior	AD	AD - Dame of the Order of Australia
MHA	MHA - Member of the House of Assembly	KG	KG - Knight of the Garter
MLC	MLC - Member of the Legislative Council	KT	KT - Knight of the Thistle
MP	MP - Member of Parliament	OAM	OAM - Medal of the Order of Australia – Order of St. John
SNR	SNR - Senior	MHR	MHR - Member of the House of Representatives
BM	BM - Bravery Medal	MLA	MLA - Member of the Legislative Assembly
BEM	BEM - British Empire Medal	AM	AM - Member of the Order or Australian
COMDC	COMDC - Commissioner of Declarations	MBE	MBE - Member of the Order of the British Empire
CV	CV - Cross of Valour	MC	MC - Military Cross
DFM	DFM - Distinguished Flying Medal	OC	OC - Officer Commanding
DSC	DSC - Distinguished Service Cross	AO	AO - Officer of the Order of Australia
DSM	DSM - Distinguished Service Medal	OBE	OBE - Office of the Order of the British Empire
GC	GC - George Cross	OM	OM - Order of Merit
KB	KB - Knight Bachelor	QC	QC - Queens Council
KCMG	KCMG - Knight Commander of the Order of St. Michael and St. George	SC	SC - Star of Courage
DCMG	DCMG - Dame Commander of the Order of St. Michael and St. George	VC	VC - Victoria Cross
KCB	KCB - Knight Commander of the Order of the Bath		

3.4 Employee Address

Super stream standards require that the employee's address is provided with each contribution. Address fields must note contain a space at the beginning of the field, or more than one space between words, or commas.

Australian Address Example 1

Field	Example
Address Line 1	Unit 3
Address Line 2	10 Kent Street
Address Line 3	
Address Line 4	
Locality Name Text	Parramatta
Postcode Text	2150
State or Territory Code	NSW
Country Code	au

Australian Address Example 2

Field	Example
Address Line 1	The Carrington
Address Line 2	30/10 Kent Street
Address Line 3	
Address Line 4	
Locality Name Text	Parramatta
Postcode Text	2150
State or Territory	NSW
Country Code	au

Australian Address Example 3

Field	Example
Address Line 1	PO Box 1000
Address Line 2	
Address Line 3	
Address Line 4	
Locality Name Text	Parramatta
Postcode Text	2150
State or Territory Code	NSW
Country Code	Au

International Address:

If a country other than Australia is specified, the employee address fields should be filled as per the following table:

International Address Example 1

Field	Example
Address Line 1	Apartment 21
Address Line 2	226 W 52nd St
Address Line 3	New York
Address Line 4	NY 10019
Locality Name Text	OVERSEAS
Postcode Text	
State or Territory	
Country Code	us

International Address Example 2

Field	Example
Address Line 1	Apartment 1A
Address Line 2	25 Westminster Bridge Road
Address Line 3	Lambeth
Address Line 4	London SE1 7BP
Locality Name Text	OVERSEAS
Postcode Text	
State or Territory Code	
Country Code	uk

Unknown Address:

Field	Examples
Address Line 1	UNKNOWN
Address Line 2	
Address Line 3	
Address Line 4	
Locality Name Text	UNKNOWN
Postcode Text	0000
State or Territory	ACT
Country Code	au

3.5 Name Title

The acceptable values and their descriptions for the name title field are listed in the table below:

Title	Description
MR	Mister
MISS	Miss
MRS	Mrs
MS	Ms
MASTER	Master
PROF	Professor
REV	Reverend
FR	Father
DR	Doctor
ATTY	Attorney
HON	Honourable
PRES	President
GOV	Governor
OFC	Officer
SUPT	Superintendent
REP	Representative
SEN	Senator
AMB	Ambassador

Title	Description
TREAS	Treasurer
SEC	Secretary
PVT	Private
CPL	Corporal
SGT	Sergeant
ADM	Admiral
MAJ	Major
CAPT	Captain
CMDR	Commander
LT	Lieutenant
LT COL	Lieutenant Colonel
COL	Colonel
GEN	General
ASSOCPROF	Associate Professor
COL	Colonel
GEN	General
ASSOCPROF	Associate Professor

4. Glossary

Term	Definition
ABN	Australian Business Number
ATO	Australian Taxation Office
APRA	Australian Prudential Regulation Authority
BSB	Bank State Branch number
CSV	Comma Separated Value File
ESA	Electronic Service Address
SAFF	SuperStream Alternative File Format
SMSF	Self Managed Super Fund
TFN	Tax File Number
USI	Unique Superannuation Identifier
PRN	Payment Reference Number

5. History

Version	Description of Changes
v.01	Initial Draft.
v.02	Review Changes.
v.03	Added in Document History section plus minor formatting changes.
v.04	Review Changes and inclusion of the Glossary.
v.05	Added the Field ID Column to all tables. Correction of field name in Field 82. Various minor wording changes for clarity)
V1.0	Various minor wording changes for clarity.
V1.1	Various minor wording changes for clarity.