

# Super Business



ngs super™  
THE EDUCATED CHOICE



AN UPDATE FROM YOUR SUPER FUND

SEPTEMBER 2009

## Employer contributions made easy!



NGS Super is enhancing the services available to employers to make it easier for you to meet your super obligations, including payment of contributions and changes to your employees' information. From 2 November 2009, you have the choice of two streamlined web-based options to pay contributions to NGS Super, either:

- through our new NGS Online payment facility, or
- via the NGS Super clearing house, NGS OnlinePlus (MercerSpectrum).

These services provide a quick and easy means for you to accurately allocate and pay funds to your employees' super accounts and you can choose the option that best suits your needs. Both services are free to use and will allow employers to remit their superannuation contributions more efficiently.

NGS Online and NGS OnlinePlus (MercerSpectrum), use automatic reconciliation tools, eliminating the need for manual processes. This ensures the integrity of the data being sent. These options will be operational from 2 November.

### Submission of September and October contributions

Please note that the current online contribution services will no longer be available from noon on 28 October 2009 and the new online services will be available from 2 November 2009.

The table below shows a brief comparison of the different options available.

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	NGS ONLINE	NGS ONLINEPLUS (MercerSpectrum)
What it is	A web-based option for NGS only that allows you to electronically remit super contributions and update new members' details online one at a time.	A web-based option that allows you to make contribution payments to multiple funds and advise new and terminating members in one transaction.
Payment methods	BPAY® only	Client-initiated direct debit only
Who it suits	Smaller participating employers with less than 25 members.	Participating employers with 25 members or more. Participating employers who want to use a clearing house facility.

## NGS Online

NGS Online is an online payment system which simplifies the process of remitting superannuation contributions for employees. It allows employers of members in NGS Super to submit contribution data and new employee information using our secure website and make the corresponding payment using BPAY®.

BPAY® is a secure online payment system which streamlines the process of remitting superannuation contributions to NGS Super and gives a record of all electronic transactions.

### Benefits of using NGS Online:

- User friendly – NGS Online is easy to use, with simple step-by-step instructions to guide you.
- Fast – NGS Online is much faster than the current manual approach.
- Consistent and accurate record keeping – your online account will keep track of all the online payments you make.
- Email reminders – NGS Online will automatically send reminder emails.

## Getting started

From 2 November, you can register for NGS Online through the NGS Super website <[www.ngssuper.com.au](http://www.ngssuper.com.au)>, by clicking on Login and then Employer login. Once registered, you will automatically be emailed a new PIN. All your NGS Super members will automatically be linked to your online account.

A fact sheet for employers about this service will be available on the login page on our website.

## How it works

To access NGS Online, go to <[www.ngssuper.com.au](http://www.ngssuper.com.au)> and select the “Login” tab, then Employer Login. Once you are in the NGS Online site, log on to your employer account with your PIN. The details for your employees will be pre-loaded. If you are making payments for more than one employer (include these details when you register), choose the relevant employer from a dropdown list of applicable employers for whom you wish to submit contributions.

Simply update the contribution amounts for each of your employees. New employees can be added. When the necessary contribution details have been

loaded for processing, select “submit” to submit the details. A unique BPAY® reference number will be generated and emailed to you. Use this Biller Code and reference number to make the BPAY® payment from your chosen bank account.

To complete your future payments, log in and update your employees’ details. A new BPAY® reference number will be emailed to you when this data is submitted, so you can make the necessary payment – easily and conveniently. You must use a new BPAY® reference number each time you pay contributions.

## NGS OnlinePlus (MercerSpectrum)

NGS OnlinePlus allows you to upload a data file over the internet and make corresponding payments using a client-initiated direct debit. You can use NGS OnlinePlus to pay contributions either just to NGS Super or use it as a clearing house to pay contributions to any number of super funds.

### Benefits of NGS OnlinePlus:

- User friendly – NGS OnlinePlus is easy to use and requires only a single log in over the internet.
- No more data entry – NGS OnlinePlus accepts payroll uploads and other electronic files containing your contribution payment data.
- Automatic payment – You control when and how much is deducted from your chosen account by a direct debit that you initiate each time.
- Electronic updating of employee data – NGS OnlinePlus lets you add and update employees’ details and remove leaving employees, manually or by uploading a file.
- Consistent and accurate record keeping – NGS OnlinePlus keeps track of all contributions paid.
- Free of charge clearing house to eligible employers - This service is provided free of charge to NGS Super employers for whom NGS Super is the default fund.

## How to get started

To set up your access to NGS OnlinePlus, contact the NGS OnlinePlus Helpline on **1300 721 408** to obtain a *Product Disclosure Statement (PDS)*. The PDS contains the *Employer Application form* which needs to be completed and returned.

Upon receipt of the completed *Employer Application form*, an NGS OnlinePlus consultant will contact you to continue the installation process. Note it can take several weeks to have your NGS OnlinePlus fully operational. OnlinePlus will be active from 2 November 2009. Arranging to set up can start now by ringing the NGS Super OnlinePlus Helpline on **1300 721 408**.

## How it works

An NGS OnlinePlus expert will work with your payroll staff to produce a data file from your payroll system that contains all the necessary information including the:

- Super funds that contributions are being paid to (whether its only NGS Super or a number of funds including NGS Super)
- Employees’ member numbers
- Employees’ first names, surnames, dates of birth and contribution types and amounts.

It’s important to note that NGS OnlinePlus operates with the majority of payroll extracts, so the formatting of files will be minimal, or not required at all.

After the initial set up, you’ll be able to run the report from your payroll system as needed to make your contribution payments and upload it directly to NGS OnlinePlus.

If required, as an added security measure, you can introduce a second level of internal authorisation before submitting the file. Submitting the file will automatically trigger a direct debit request from your bank account.

## What is a clearing house?

The hours spent managing your payroll could be decreased markedly with a clearing house like NGS OnlinePlus by your side. As a clearing house, NGS OnlinePlus will make one deduction from your nominated account and then electronically transfer payments to the other funds you’ve specified. Your contributions processing is reduced to one batch, no matter how many super funds your employees choose.

# NGS Super announces NGS Financial Planning services

NGS Super is pleased to provide members with financial planning services through NGS Financial Planning, located in NSW and South Australia, and regularly servicing Victoria and ACT. Members can make an appointment to meet with an adviser or speak to them over the phone.

Our financial advisers provide members with the full spectrum of financial planning advice. Members can seek advice on a single issue, such as how much insurance cover they need or how to invest their super, or they may want a financial plan to build their wealth with specific goals in mind. Our planners can work with members to determine a plan that suits their stage of life, goals and priorities for now and over the long term. All recommendations and advice are provided in writing.

advice will depend on the complexity of the member's situation and the level of detail they require. Members are entitled to an initial consultation and single-issue limited advice as part of their NGS Super membership. They can receive additional financial planning advice on a fee-for-service basis. The planner will provide an outline of all costs to the member, before the member agrees to proceed. If the advice is about the member's super with NGS Super, the cost of advice can be deducted from their super account.

## Costs for NGS Financial Planning

We have done everything we can to keep these costs as low as possible. The cost of

The costs for NGS Financial Planning advice are shown in the table below.

TYPE OF SERVICE	COST
Initial consultation about a financial plan	FREE
Single-issue limited personal advice for NGS Super-related issues	FREE
Simple financial plan	\$700
Standard financial plan	\$1400
Complex financial plan	\$2100
Implementation of advice	FREE
Plan review/additional advice	\$220 per hour

Please note that members can also get single-issue limited advice via our new telephone advice service from 1 November 2009. We reserve the right to review our advice policy and structure as needed.

### Action points

- ☆ Members can make an appointment for their free initial consultation with NGS Financial Planning or to speak with a planner by calling 1300 133 177.
- ☆ The *Taking Control of Your Finances* program located on the NGS Super website is a great source of practical information about creating a financial plan. Modules available on <www.ngssuper.com.au> include:
  - *Financial planning – getting started*
  - *A plan for life.*

## Meet our financial planners



KEN WHITTON has been providing financial advice for over 10 years. Having worked in both the public and private sectors, he understands super inside and out.

Ken operates from our NSW office and services NSW and ACT and is available for

- telephone advice for all members
- face-to-face meetings
- seminars



GRAHAM O'DONOHOE joins NGS Financial Planning bringing over 15 years of experience in financial services, having provided advice to hundreds of people.

Graham operates from our SA office and services Vic and SA and is available for

- telephone advice for all members
- face-to-face meetings
- seminars

# Reportable employer superannuation contributions

From 1 July 2009, employers are required to report details of employees' reportable employer superannuation contributions. This is now to be shown on a Payment Summary employers provide to employees each year. Members need to include this with their tax returns.

## What is a reportable employer superannuation contribution?

A reportable employer superannuation contribution is a contribution by an employer (other than a contribution from an employee's after-tax income) where the individual can influence:

- (a) the amount, and/or
- (b) the way the amount is contributed, so that his or her assessable income is reduced.

Generally, a member's reportable employer superannuation contributions include any salary sacrifice contributions they make and any voluntary employer contributions over which they have some control. (Generally over and above the award or SG requirement.)

## When do contributions need to be reported?

Reportable employer superannuation contributions must be reported as a separate item on Payment Summaries provided to employees for periods from 1 July 2009.

The ATO will be making new Payment Summaries available for 2009/10 and these will include a label to show reportable employer superannuation contributions.

## Contributions to be reported are those in respect of the period

Reportable employer superannuation contributions should include contributions **for the relevant period** – this could be different to the contributions that were actually paid in the period (see example below).

## Example – timing of contributions

Julia makes salary sacrifice contributions of \$500 a month. These contributions are deducted from Julia's salary each month and paid to Julia's superannuation fund by her employer in the following month. So her contributions for June 2009 are actually paid to her superannuation fund in July 2009.

Even though the June contribution is not paid until July 2009, it should not be reported on Julia's Payment Summary for the 2009/10 year as it was a contribution relating to the previous year. It should also not be shown on the 2008/09 payment summary as the new requirements only start from 1 July 2009.

## Action points

- ☆ Employers will need to ensure that their payroll systems can record and determine the relevant reportable employer superannuation contributions for each employee from 1 July 2009.
- ☆ As terminating employees can request a Payment Summary shortly after they leave, employers will also need to have the appropriate procedures in place so that Payment Summaries issued to employees who terminate after 1 July 2009 can include the required information.
- ☆ Employers should consider advising employees of the new reporting requirements and the types of contributions they will be reporting. Some employees may need to review their entitlement to the range of benefits and obligations affected to see if they are still eligible for these entitlements.
- ☆ Employees will also have to advise Centrelink and the Child Support Agency, where relevant, so that relevant Centrelink payments and Child Support payments can be adjusted.



The list below shows some common types of contributions and whether they are reportable or not.

CONTRIBUTIONS TYPE	REPORTABLE
<b>Member contributions from after-tax salary</b>	no
<b>Superannuation Guarantee contributions</b> required to satisfy an employer's SG obligations	no
<b>Contributions required under industrial agreements</b> to satisfy an employer's obligations under an arm's length collective industrial agreement	no
<b>Defined benefit and "notional" defined benefit contributions.</b>	no
<b>Before-tax member contributions for defined benefits</b> – where the member contributions towards the defined benefit can be paid from either after-tax or before-tax salary	yes
<b>No employee influence</b> – if the employer can justify that the employee has had no influence over the level of the employer contribution, for example, where the contributions are: <ul style="list-style-type: none"> <li>■ required under the rules of a superannuation fund trust deed; or</li> <li>■ made as standard practice by the employer (with no opportunity for the employee to opt out).</li> </ul>	no
<b>Employee influence</b> – if the employee can influence the level of contribution or influence whether or not it is paid from before-tax salary.	yes

#### How this change will impact employees

Employees will need to include the relevant superannuation contributions in their tax return. The Australian Taxation Office will add the reported amounts to other income when assessing the employees' eligibility for a number of Government benefits (or liability for various payments) including:

- Family tax benefits
- Government superannuation co-contributions

- Dependant tax offsets
- Mature age worker tax offset
- Senior Australians tax offset, and
- Exemption from the Medicare Levy Surcharge.

The contributions will also be included in the income testing for:

- A range of Centrelink benefits, and
- Child support payments.

# Super News

BRIEF NEWS STORIES FROM NGS SUPER ON FUND DEVELOPMENTS AND COMING EVENTS

## NGS Super employer survey winners

Thank you to everyone who responded to the survey – we appreciate your feedback.

### Congratulations to our employer survey winners for August 2009:

- Kristy Ahearn (NSW)
- Gino Beltrame (SA)
- Melanie Dolphin (SA)
- Margaret Gale (NSW)
- Margaret Shelley (Vic)



This is general information only – it does not take into account your objectives, financial situation or needs. Please assess your own financial situation, read the Product Disclosure Statement for any product you may be thinking of acquiring and consider seeking advice from a licensed or appropriately authorised financial adviser before acting on this information.

Non-Government Schools Superannuation Fund Pty Ltd ABN 46 003 491 487 AFSL No: 233 154 the Trustee of Non-Government Schools Superannuation Fund ABN 73 549 180 515

## How to contact us

Visit our website [www.ngssuper.com.au](http://www.ngssuper.com.au), or contact our Customer Service Team or your local relationship manager at any time. We're here to help you.

### NGS Super Administration

Phone number for callers outside Australia: (61) (7) 3121 0718  
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