

# ANZ's SuperChoice clearing service, FREE\*, easy and ready for July 2005!

*As part of our commitment to making Choice of Superannuation Fund (COF) easy, we are enhancing SuperChoice, ANZ's online superannuation servicing system, to include a clearing service.*

## *How can you benefit from ANZ's SuperChoice and the clearing service?*

The SuperChoice clearing service will reduce the administration burden employers could face if required to submit contributions to multiple funds after 1 July 2005.

\*The clearing service will be free of charge for many employers. The service will be free where employers nominate ANZ Super Advantage as their default fund and where 50% of employees have their contributions paid to that fund. The 50% assessment will be based on the total number of employees whose contributions are being administered through the SuperChoice system.

The benefits of the clearing service are in addition to those that employers can already access through SuperChoice. SuperChoice currently completes many superannuation servicing and transacting functions outside of the clearing service that increases efficiency and reduces processing time as well as administration costs.

- › **SuperChoice is fast and reliable**, reducing administration turnaround times, offering increased accuracy and providing transmission of payroll files to help employers easily transfer member details from a wide range of payroll systems.
- › **SuperChoice is safe and secure**, using the highest levels of encryption and coding to provide sound security of online transactions.
- › **SuperChoice is easy to use**. To help employers obtain maximum benefit from SuperChoice, there are a range of support guides and a dedicated SuperChoice Support Team who can provide employers with training and ongoing telephone support. This service is provided at no extra cost. Further details of the support available are mentioned later in this flyer.

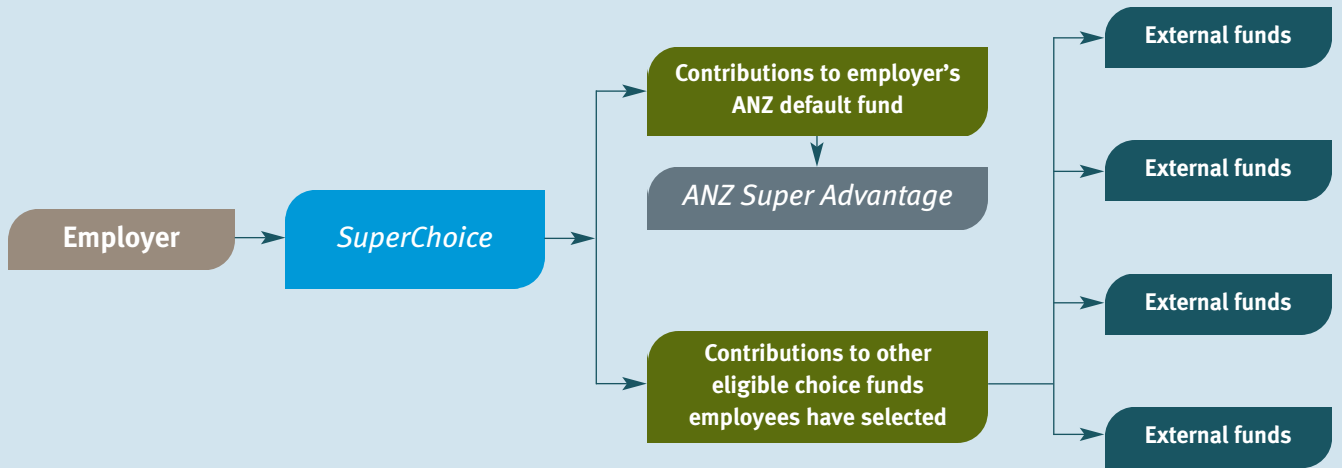
## *How can you register for SuperChoice?*

Employers with an ANZ Super Advantage plan who are not currently using SuperChoice can register by calling 13 38 63 and requesting a SuperChoice Registration Form. An ANZ representative will contact employers to provide an ID and password following their SuperChoice registration. These will be provided within three days of the SuperChoice team receiving the registration request.

## *How will the clearing service work?*

Where an employer needs to offer COF to their employees after 1 July 2005, ANZ's SuperChoice clearing service will provide the flexibility to not only make contributions to ANZ Super Advantage but to any other complying super fund that an employee has selected.

## How the SuperChoice clearing service will work



### What will employers need to do to make contributions using the SuperChoice clearing service?

**To continue making contributions to ANZ Super Advantage via SuperChoice, employers will not need to do anything new!**

- › If the employee is not already established on SuperChoice, employers will simply need to select their ANZ Super Advantage plan from a drop down menu and then follow the current *new member procedures* to make a contribution for that employee
- › If the employee is already established on SuperChoice, employers will simply need to follow the *current contribution procedures* to make a contribution for that employee.

**To start making contributions to another complying superannuation fund via SuperChoice, employers will need to follow a new process**

- › Employers will be required to enter the new fund's details (eg the fund's identification details and the method of payment) prior to adding new members to that fund.
- › An employer will also need to *add the employee to the new fund* they have chosen to make a contribution for them.

**The steps an employer will need to follow to add new funds and employees to their chosen fund will be clearly outlined in the SuperChoice support tools** mentioned later in this flyer, which will become available in the lead up to COF commencement.



**NOTE!** *There will only be minor changes to the payment processes employers currently use on SuperChoice.*

#### **Schedules and payroll uploads will not be affected**

Employers who currently use SuperChoice should note that:

- › For direct entry users, **all members can still be added to a single schedule**, regardless of which fund you are required to contribute to
- › For payroll upload users, **contributions will still be able to be uploaded as one file.**

#### **Payment options will change slightly**

- › *Employers currently using Direct Debit* to make contributions using SuperChoice will have two separate payment debits made, one for their ANZ Super Advantage plan and one for all other choice contributions
- › *Employers currently using Direct Credit* to make contributions using SuperChoice will need to make two separate payments, one to their ANZ Super Advantage plan and one for all the contributions to all other choice contributions.

#### **Timing of payments via SuperChoice**

- › Contributions paid to other complying superannuation funds via SuperChoice will be forwarded within 6 business days. Please note that contributions paid to ANZ Super Advantage do not incur this delay.

## **SuperChoice clearing service training and support**

Prior to the launch of the clearing service in July 2005, employers will be able to access updated support tools and training which will demonstrate how the service can be used quickly and easily.

These SuperChoice support tools will be available from [www.anz.com/wealth/super](http://www.anz.com/wealth/super) leading up to COF commencement in July, and will include updated versions of:

#### **The Instant Guide to SuperChoice (available by mid May)**

- › This guide will provide a high level overview of the features and benefits of SuperChoice, including the clearing service. This guide also includes a reply paid registration form for those employers currently not registered to use the service

#### **The SuperChoice Quick Step Guide (available by mid May)**

- › This guide will provide more detail about the clearing service and will detail step-by-step what an employer will need to do to use the service efficiently

#### **The SuperChoice Detailed Training Guide (available early June)**

- › This guide will provide further detail about how the clearing service will operate, by supplying images of the screens the employer will see as they move through the site

#### **The SuperChoice Site Tour (available early June)**

- › This is a virtual tour of the Detailed Training Guide which can be used in conjunction with the training guide in order to achieve maximum results
- › The tour will be available to employers through [www.anz.com/wealth/super](http://www.anz.com/wealth/super) and will also be available on a CD Rom from your ANZ Superannuation Relationship Manager or ANZ Financial Planner
- › The tour will allow employers to move through the SuperChoice site, including the clearing service in a 'test' environment

#### **The SuperChoice Support Team (available on 13 38 63, business days between the hours of 8.30am and 5.00pm, EST)**

- › Employers can also access support and training from the SuperChoice Support Team now, and specifically in relation to the clearing service during July, when the enhancements are complete

*Ongoing updates about ANZ's SuperChoice clearing service can be found at [www.anz.com/wealth/super](http://www.anz.com/wealth/super)*

## Further information

If you require further information call Customer Services on 13 38 63 between 8.00am and 8.00pm AEST Monday to Friday (excluding national public holidays) or write to:

GPO Box 4028  
Sydney NSW 2001

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