



# **Clearing House Solution User Instructions**

September 2008

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## Clearing House Solution!

This service is currently free, however Vision Super may at any time impose fees, including additional fees, or vary any fees by giving you at least 30 days notice in writing.

## Clearing House Solution!

- Allows you to simultaneously send contributions to many funds electronically
  - Saves you time and money
  - Uses Vision Super website
  - No changes to your payroll system required
  - Supported by Westpac's "PayDeduct" system
  - No charge to "exclusive" employers
  - Complies with Choice of Fund regulations
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## How does it work?

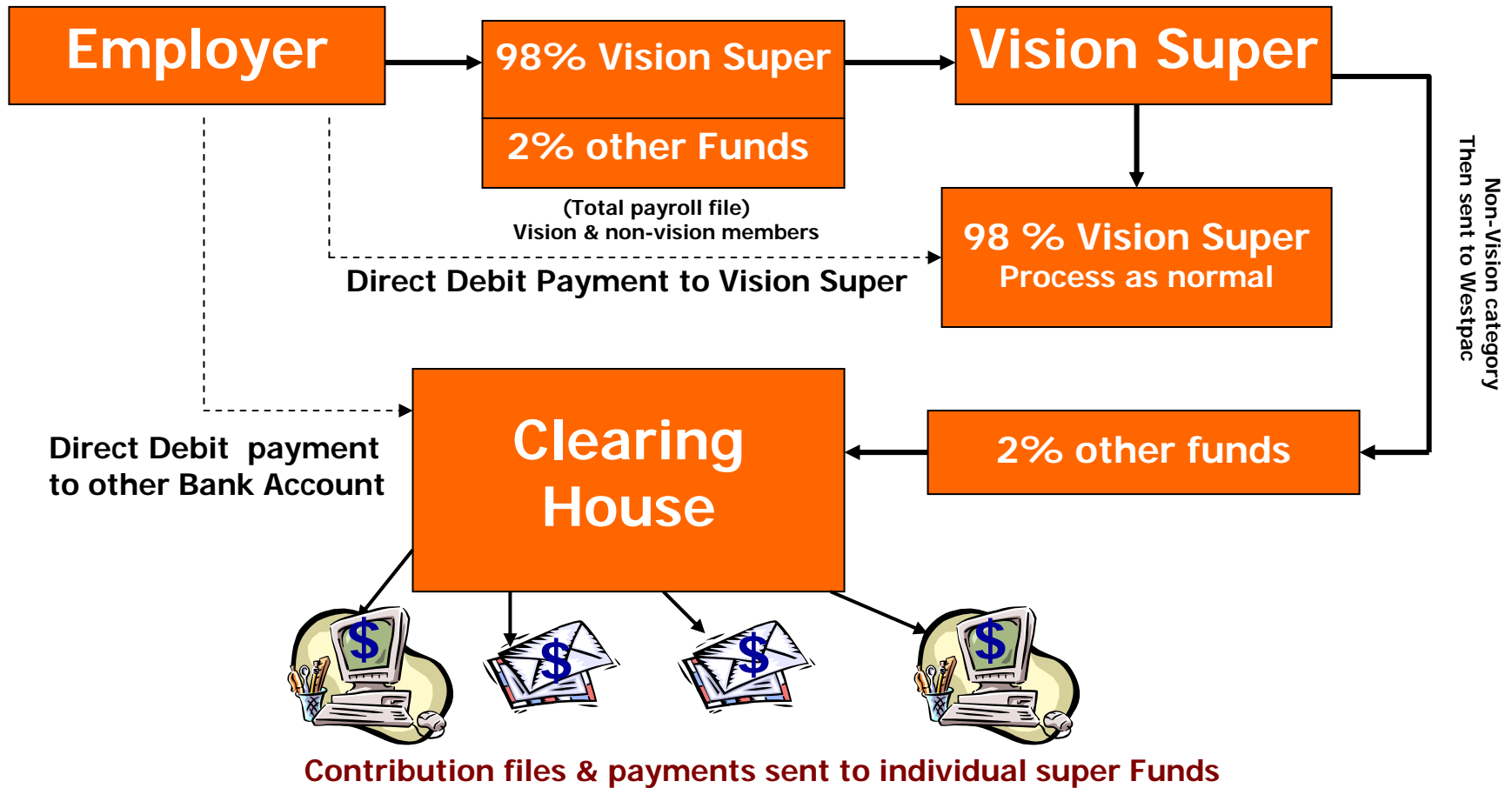
- First you must register all the non-Vision members via our website
  - The registration process will allow you to link these non-Vision members to another fund
  - If a current member wishes to change funds then you can maintain and change the members fund details via the website
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## How does it work?

- Send your current payroll file “contribution file” to Vision Super as normal
  - Vision Super then separates this file into Vision & Non-Vision categories
  - The non-Vision category is then sent to Westpac
  - Westpac distributes payments to other funds
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# Clearing House Solution!



Contribution files & payments sent to individual super Funds

## Clearing House Solution !

- Add a **Vision Member**

This will automatically add all the Vision Super Fund details to the membership record

ie: The Vision Super Fund

- Add a **Non-Vision Member**

The employer needs to add this staff member to our system, however you will record the OTHER Funds details

ie: Fund details provided on the standard Choice Form

Statement of Disclosure policy under Privacy Act

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## Add a Non-Vision members fund details

### Create new member

City of Greater Geelong - User: Ms Kay Rundle

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**Go back**

Select the type of Member you want to create.

[Vision Super Member](#)

[Other Fund Member](#)

# Add a Non-Vision Member and add external Fund details

**Create new member for other fund**  
 City of Greater Geelong - User: Ms Kay Rundle

Please use lower case with initial capitals, except as otherwise restricted by the system. [Go back](#)

**Members Personal Details**

Existing Member No:

Title:

Surname:

First name:

Other names:

**Name Address (optional)**

Line 1:

Line 2:

Suburb:

Post Code:  [Select Postcode](#)

State:  [Add Postal Address](#)

**Other Details**

DOB:  Gender:

**Employment Details**

Employment date:  Payroll Number(optional):

**External Fund Details** [Download Statement](#)

Membership No:   Check the box, to acknowledge a Statement of Disclosure has been provided to the employee.

Select one of the following to find a fund.  
 Click on the link to commence your search.

Search Fund by SPIN  SPIN required

Search Fund by Name

Search Fund by ABN  ABN required [Add a New Fund](#)

**Fund Details**

\* This number will be verified by Vision Super staff and member notified via email once complete. Please use the number provided on the next screen to add a fund.

[Cancel](#) [Next](#)

**Fund Select List** [Go back](#)

Fund Choice Name	SPIN	Super Fund No	ABN	Status
<a href="#">AMP_CUSTOMSUPER</a>	AMP0277AU		76514770399	CONFIRMED
<a href="#">AMP ELIGIBLE EMPLOYER FUND</a>	AMP0544AU		32931224407	CONFIRMED
<a href="#">AMP FLEXIBLE LIFETIME ALLOCATED PENSION PLAN</a>	AMP0579AU		76514770399	CONFIRMED
<a href="#">AMP FLEXIBLE LIFETIME SUPER</a>	AMP0195AU		76514770399	CONFIRMED
<a href="#">AMP FLEXIBLE LIFETIME TERM PENSION PLAN</a>	AMP0886AU		76514770399	CONFIRMED
<a href="#">AMP RETIREMENT SAVINGS ACCOUNT</a>	AMP0276AU		76514770399	CONFIRMED
<a href="#">AMP SIGNATURESUPER</a>	AMP0735AU		76514770399	CONFIRMED
<a href="#">AMP SUPERLEADER PLAN</a>	AMP0278AU		76514770399	CONFIRMED
<a href="#">QAMPS CORPORATE FUND</a>	ETL0053AU		57057187404	CONFIRMED
<a href="#">QAMPS SUPER FUND - INDUSTRY FUND DIVISION</a>	OMP0002AU		91724236429	CONFIRMED
<a href="#">QAMPS SUPER FUND - MASTER FUND DIVISION</a>	OMP0003AU		91724236429	CONFIRMED

**Find the Fund By:-**  
 Spin  
 Name  
 ABN

# Add a Non-Vision Member – add a new Fund (ie DIY)

**Create new member for other fund**  
City of Greater Geelong - User: Ms Kay Rundle

Please use lower case with initial capitals, except as otherwise restricted by the system. [Go back](#)

**Members Personal Details**

Existing Member No:   
Title:   
Surname:   
First name:   
Other names:

**Home Address (optional)**

Line 1:   
Line 2:   
Suburb:   
Post Code:  [Select Postcode](#)  
State:  [Add Postal Address](#)

**Other Details**

DOB:  Gender:

**Employment Details**

Employment date:  Payroll Number(optional):

**External Fund Details** [Download Statement](#)

Membership No:  Check the box, to acknowledge a Statement of Disclosure has been provided to the employee.

Select one of the following to find a fund.  
Click on the [Link](#) to commence your search.

[Search Fund by SFN](#)  SFN required  
[Search Fund by Name](#)   
[Search Fund by ABN](#)  ABN required [Add a New Fund](#)

**Fund Details**

\* This number will be verified by Vision Super staff and you will be notified via email once complete. Please use the number provided on the next screen in the system. [Reset](#) [Submit](#)

**Create New Fund Details** [Go back](#)

**External Fund Details**

Fund Name:  Payment Type:

SFN:  ABN:  SFN:

If Applicable Employer Fund Id:  BSB No:  Account No:

Contact Name:   
Fund Email Address:

**External Fund Postal Address**

Line 1:   
Line 2:   
Suburb:   
Post Code:  [Select Postcode](#)  
State:

[Reset](#) [Continue](#)

Enter DIY details

## Clearing House Solution!

### Changing a current members Fund details

- From Vision Super to another Super Fund  
or
- From 1<sup>st</sup> chosen Super Fund to 2<sup>nd</sup> chosen Super Fund

**Note:-** the system cannot cater for members with two nominated super funds ie SG & EE (Two different Funds)

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# Maintain a current member's record

**Employee details**  
City of Greater Geelong - User: Ms Kay Rundle

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**Vision Super No:** 86365889 **Current Fund:** VISION SUPER SAVER

**Name:** Mr Eric Ferraro

**Date of Birth:** 12.03.1980 **DOB Sighted:** NO VERIFICATION GIVE

**Gender:** M **TFN Present:**

**Employment Start Date:** 20.01.2001

**Payroll No:**

**Assign to department:**

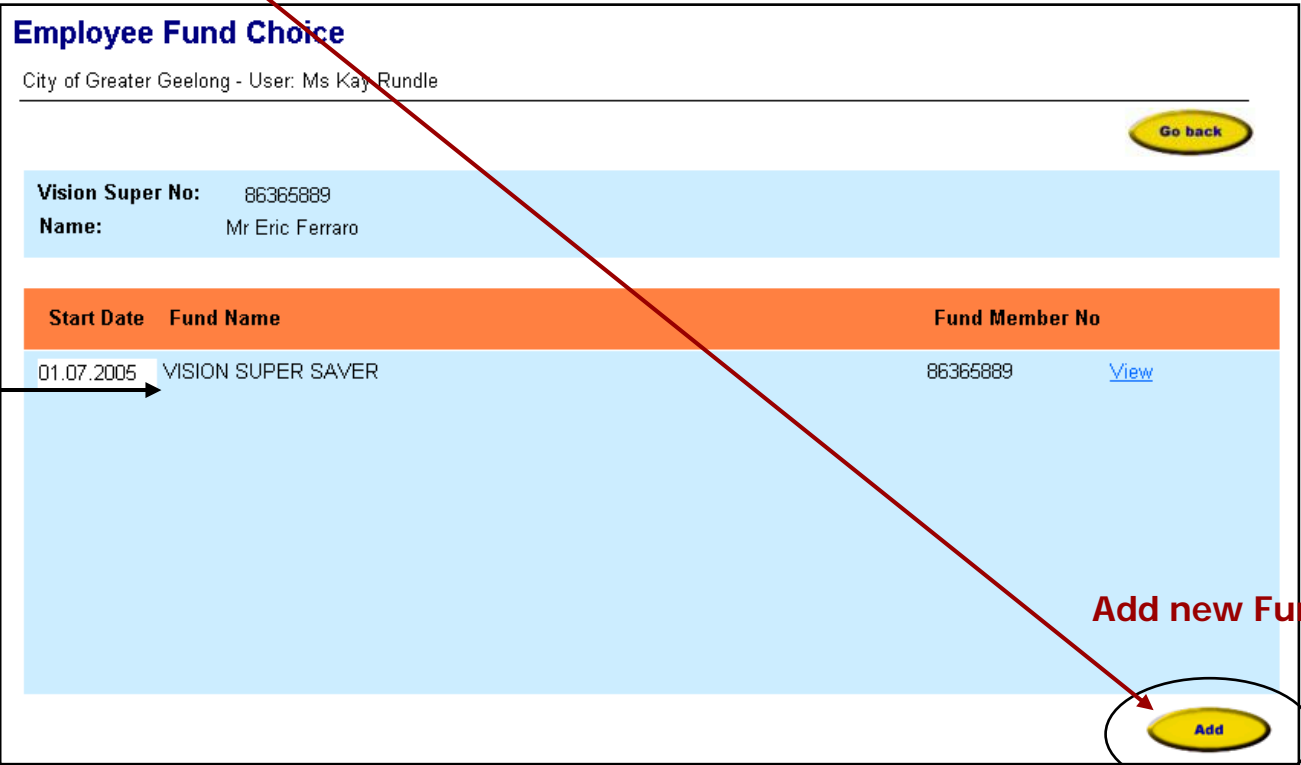
**Employment Type:** NON CASUA **Effective date:**

[Salary](#) [Service fraction](#) [Address](#) [Contribution rate](#) [Update](#)

[Transaction History](#) [Spouse Conts](#) [Add top-up Super Saver Account](#) [Change TFN](#) [Fund Choice](#) [Leave Without Pay](#)

Current Fund Displayed

## Changing current member's Fund details



**Employee Fund Choice**  
City of Greater Geelong - User: Ms Kay Rundle

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**Vision Super No:** 86365889  
**Name:** Mr Eric Ferraro

Start Date	Fund Name	Fund Member No	
01.07.2005	VISION SUPER SAVER	86365889	<a href="#">View</a>

**Show Fund History** →

**Add new Fund Details** → [Add](#)

# Changing current member's Fund details

**Employee Fund Choice**  
City of Greater Geelong - User: Ms Kay Rundle

[Go back](#)

Vision Super No: 86365889  
Name: Mr Eric Ferraro

Effective Date: 12/09/2006    Check the box to acknowledge a Statement of Disclosure has been provided to the employee.   
Other Fund Membership No: 55555    [Download Statement](#)

Select one of the following to find a fund.  
Click on the [Link](#) to commence your search.

[Search Fund by SPIN](#)  (SPIN required)  
[Search Fund by Name](#)   
[Search Fund by ABN](#)  (ABN required)    [Add a New Fund](#)

**Fund Details**

Fund Name: AMP ELIGIBLE ROLLOVER FUND  
SPIN: AMP0544AU    ABN: 32931224407    Payment Type: EFT

[Reset](#)    [Continue](#)

Statement of Disclosure

Find a Fund or add a Fund

# Member's Fund History Displayed

## Employee Fund Choice

City of Greater Geelong - User: Ms Kay Rundle

Go back

**Vision Super No:** 86365889  
**Name:** Mr Eric Ferraro

Start Date	Fund Name	Fund Member No	
12.09.2006	AMP ELIGIBLE ROLLOVER FUND	55555	<a href="#">View</a>
01.07.2005	VISION SUPER SAVER	86365889	<a href="#">View</a>

**View Full Fund Details**

Add

# Member's new Fund displayed

New Fund displayed

**Employee details**  
City of Greater Geelong - User: Ms Kay Rundle

[Go back](#)

**Vision Super No:** 86365889 **Current Fund:** AMP ELIGIBLE ROLLOVER FUND

**Name:** Mr Eric Ferraro

**Date of Birth:** 12.03.1980 **DOB Sighted:** NO VERIFICATION GIVE

**Gender:** M **TFN Present:**

**Employment Start Date:** 20.01.2001

**Payroll No:**

**Assign to department:**

**Employment Type:** NON CASUA **Effective date:**

[Salary](#) [Service fraction](#) [Address](#) [Contribution rate](#) [Update](#)

[Transaction History](#) [Spouse Confs](#) [Add top-up Super Saver Account](#) [Change TFN](#) [Fund Choice](#)  
[Leave Without Pay](#)



# Clearing House "File Format"

## Same Contribution Format

Vision Super Contribution File Format -								
save as CSV								
2	Membership Number	Payroll Number	Surname	Given Name	Employer Contributions	Member Contributions	Salary Sacrificed Contributions	Spouse Contributions
2	80234567	123	Rowe	John	1000	200	300	0
2	82234567	456	Johnson	Eric	999	300	22	0
2	83334567	789	FERRARO	Peter	888	20	500	0
2	84444567	222	Lloyd	David	777	44	100	0

Must have the number 2 in column 'A'

Must have zero in columne 'I' if no spouse contributions

Vision Members

Non-Vision Members

## Remitting contributions

- Run your contribution file in the same format
    - Use Vision Super number NOT other fund's number
  - Send file to Vision Super
  - Confirm batch online
  - Vision Super:
    - Debits your account
    - Sends other funds' money to Westpac
    - Vision Super members processed as normal
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## Conditions

- System relies on Direct Debit
  - Legal documentation required
  - Employers must provide Privacy disclosure
  - One fund per employee
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## Practical Considerations

- Allow 4 days to remit contributions to other funds
  - Leave sufficient time for SG deadlines
  - Give privacy information to employee
  - Transaction failure before external fund receives
    - Vision Super returns funds to employer
  - Insufficient/incorrect information provided – other fund contacts employer directly
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What if SPIN, ABN or name provided do not match?

Go to the Australian Taxation Office (ATO)  
Register of Complying Super Funds at:

**[www.ato.gov.au/super/scripts](http://www.ato.gov.au/super/scripts)**

- Funds can be searched by name, SPIN or ABN.
  - If in doubt go back to the employee
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## Summary

- Reduce your super processing times
  - No change required to payroll system
  - Vision Super website, supported by Westpac
  - Currently free to exclusive employers
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