

## Data Guide

(Required fields for electronic contribution files)

When sending data to Accountants Super, the following information is required.

### Employee Details:

1. Accountants Super Member Number (if available)
2. Surname
3. Given Names
4. Title
5. Street
6. Suburb
7. State
8. Postcode
9. Email
10. Date of birth
11. Home phone
12. Work phone
13. Mobile
14. Fax (if available)
15. Tax File Number (TFN)\*

### Type of contribution, either:

1. SG / Employer contribution
2. Salary sacrifice contribution
3. Additional employer contribution
4. Member voluntary contribution

### Contribution Period:

From DDMMYYYY to DDMMYYYY

Please use this as a reference when sending data to Accountants Super.

\* Please note you have a responsibility to accept TFNs from your employees and pass them to Accountants Super when you next make a super contribution for those employees.