



# Helping you stay on top

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## Know your employer super obligations

As the only super fund built by and for real estate professionals, REI Super are committed to helping you stay on top of your super obligations by making super admin a breeze:



## Employer responsibilities at a glance

- The minimum you must pay is what's known as the 'Super Guarantee' or SG. For 2023-24, this is 11%.
- Employees have the right to choose the fund their superannuation contributions are paid in to.
- Inside are 8 easy steps to help you comply.



# What you need to know



## Step 1: Super Guarantee basics

- Check you're paying the SG to eligible employees
- Check you're paying the correct amount

For more, visit [reisuper.com.au/SG](https://reisuper.com.au/SG)



## Step 2: Check for existing accounts

- Check if your employee has an existing super fund, or has made a choice of super fund.

For more, visit [reisuper.com.au/newstaff](https://reisuper.com.au/newstaff)



## Step 3: Check for 'Stapled' funds

- Check with the ATO if your employee has a 'stapled' fund.

For more, visit [reisuper.com.au/newstaff](https://reisuper.com.au/newstaff)



## Step 4: Choosing a default fund

- Choosing the right default fund for your employees is an important decision as it will affect their future savings.

For more, visit [reisuper.com.au/default](https://reisuper.com.au/default)



## Step 5: Payment deadlines

- SG contributions for eligible employees need to be received by: 28 October, 28 January, 28 April and 28 July.
- Allow a minimum of 2 days to clear if using an Employer Portal

For more, visit [reisuper.com.au/deadlines](https://reisuper.com.au/deadlines)

## Step 6: Complying with SuperStream

- There is a minimum set of data you need to collect for new and existing employees, such as ABNs and TFNs
- Check to make sure you're paying the correct way.

For more, visit [reisuper.com.au/superstream](https://reisuper.com.au/superstream)



## Step 7: Focus on running your business, not super

- Our online clearing house, Employer Portal, is easy to use, Superstream compliant and suitable for any business

For more, visit [reisuper.com.au/manage](https://reisuper.com.au/manage)



## Step 8: Enhance your employees' financial wellness

- We can create free tailored seminars and workshops to help your staff maximise their super benefits and plan for their future.
- We also offer workplace visits for you, HR, Payroll and Administrators

For more, visit

[reisuper.com.au/workplace-education](https://reisuper.com.au/workplace-education)



# We're here to help

Show your employees you're invested in them now, and into the future, by choosing your default super fund wisely.

Join us at [reisuper.com.au/employerjoin](https://reisuper.com.au/employerjoin)

Recently, we had our local REI Super Business Development Manager come and speak to our team to reignite their interest in super, remind them of the many benefits the fund offers, and engage with their super. It was a great session, and I feel it's an important thing to do as an employer. Something we will lock in regularly.

Brendan Murphy, Director  
Barry Plant Wantirna



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