

MemberID	FirstName	LastName	DOB	Title	Gender	Address	Suburb	State	PostCode	Country	EmploymentStart	EmploymentType	TFN	SGCont	SalSac	EmpAdd	MbrCont	TermDate	Landline Phone#	Mobile#	Email Address	FundUSI	FundName	FundABN	Fund ESA
325764079	John	Smith	3/08/1945	Mr	Male	6 Challis Place	Liverpool	NSW	2170	Australia	1/08/2012	Full Time	111222134	120	0	0	0		02 91234567		test@abc.com.au		Sample SMSF	99999999999	MACQUARIESMSF
325764080	Sally	Smith	3/07/1940	Ms	Female	5/657 Smithson Rd	Liverpool	NSW	2170	Australia	1/08/2012	Full Time	111222142	320	88	100	0		02 91234567	0491 234 567	test@abc.com.au		Test SMSF	98765432101	AUSPOSTSMSF
	Kelly-Anne	Test	8/01/1972	Ms	Female	145 Ping St	Epping	NSW	2121	Australia	1/07/2012	Part Time	321321321	123	0	25	50		02 66664444	0491 234 567	test@abc.com.au				
325764082	Corvette	Smith-Jones	8/12/1963	Ms	Female	57 James Rd	Rhodes	NSW	2138	Australia	1/08/2012	Full Time	111222169	123	0	0	0			0491 234 567	test@abc.com.au				
325764083	Jo	Holden	15/02/1990	Ms	Female	742 Test Street	Parramatta	NSW	2150	Australia	1/08/2012	Full Time	111222177	319	0	0	30.5			0491 234 567	test@abc.com.au				
325764084	Grant	Mercedes	1/02/1965	Mr	Male	72 Greg Street	Parramatta	NSW	2150	Australia	1/08/2012	Full Time	111222185	245	44	0	0			0491 234 567	test@abc.com.au				
325764085	Tony	VW	23/05/1975	Mr	Male	6 Charles Place	Liverpool	NSW	2170	Australia	1/08/2012	Full Time	111222193	120	0	0	80		02 66664444		test@abc.com.au				
325764086	Audi	Hills	3/07/1960	Ms	Female	56 Hammers Rd	Liverpool	NSW	2170	Australia	1/08/2012	Full Time	111222205	119	0	100	0		02 66664444		test@abc.com.au				
325764087	Fiorance	Fiat	8/01/1953	Ms	Female	57 Chance Street	Rhodes	NSW	2138	Australia	1/08/2012	Full Time	111222213	216	0	25	0		02 66664444	0491 234 567	test@abc.com.au	92381911598001	NORTH PERSONAL	92381911598	
11111	Terry	Ford	1/02/1965	Mr	Male	22 Greg Street	Parramatta	NSW	2150	Australia	1/08/2012	Part Time	111222248	123	50	0	70		02 66664444	0491 234 567	test@abc.com.au	AMP1248AU	AMP FLEXIBLE SUPER	76514770399	
22222	Lamborghini	Jenkins	23/05/1975	Ms	Female	6 Talbot Place	Liverpool	NSW	2170	Australia	1/08/2012	Full Time	111222256	275.45	0	0	0			0491 234 567	test@abc.com.au	HOS0100AU	HOSTPLUS	68657495890	
33333	Ferrari	Hogan	3/07/1960	Ms	Female	536 Hammers Rd	Liverpool	NSW	2170	Australia	1/08/2012	Full Time	111222299	435.86	64.5	0	0		02 66664444		test@abc.com.au	TOW0395AU	TOWER F.I.R.S.T	20891605180	
44444	Porsche	Hills	8/01/1973	Mr	Male	557 Chance Street	Rhodes	NSW	2138	Australia	1/08/2012	Full Time	111222264	415	0	45	95.23		02 66664444		test@abc.com.au	TOW0395AU	TOWER F.I.R.S.T	20891605180	

*Each contribution column is optional for mapping, however, you must map each contribution column for which data exists in your file.

*You can map a column for both Landline & Mobile numbers. A contact number (either landline or mobile number) should be supplied for each member.

*It is mandatory to map one of USI or ABN fields to our system. USI is used to identify APRA-regulated choice funds; ABN is used to identify SMSF choice funds. Refer to below "Data Requirements" for these fields for further information.



File-Mapping Requirements

Field	Length	Format	Data Requirements	Description (and/or the error message that will appear to users when an error is identified)
Member Number - Default fund*	15	numeric/alpha	"," and spaces are not permitted	Remove the following invalid characters . , and spacing. *NOTE: default members should be numeric values only
Member Number - CHOICE funds*	15	numeric/alpha	No restrictions on special characters	BT Super for Life members are the exception. They have an ID validation so the member # will need to be accurate (no hyphens, spacing or special characters). MUST be provided for choice fund members.
Members Given Names*	50	alpha	Can only contain letters, spaces, commas and "-", "(" and "&"	Remove the following invalid characters , \] , ' " and double spacing. *NOTE: Minimum of 2 characters required (Initial not accepted)
Members Surname*	50	alpha	Can only contain letters, spaces, commas and "-", "(" and "&"	Remove the following invalid characters , \] , ' " and double spacing. *NOTE: Minimum of 2 characters required (Initial not accepted)
Members Title	Drop Down	alpha	must be "Mr", "Ms", "Mrs", "Dr" or "Rev" only	
Members Gender*	Drop Down	alpha	must be "M", "Male" or "F", "Female" only	A validation check will be displayed if this is not provided
Date of Birth*	Date	numeric	All dates must be the same as the date format selected during the File Mapping process	Change date format to that used when you mapped the file. *NOTE: if DOB is not included for all members - the file will be rejected
Tax File Number*	9	numeric	Spaces and "." are not permitted, numbers only	Remove spacing
Payroll Number	10	numeric/alpha	All keyboard characters except , \ .] , ' " and Double spacing	
Number of Pays	2	numeric	single/double digit number only	
Employer Contribution	10	numeric	Don't include "\$" sign, numeric and decimal values only	
Salary Sacrifice	10	numeric	Don't include "\$" sign, numeric and decimal values only	
Employer Additional	10	numeric	Don't include "\$" sign, numeric and decimal values only	
Member Voluntary Contribution	10	numeric	Don't include "\$" sign, numeric and decimal values only	
Employment Category (full-time, casual, etc)	Drop Down	alpha	Must not contain numbers, commas or any special characters	
Employment Commencement Date	Date	numeric	All dates must be the same as the date format selected during the File Mapping process	
Employment Termination Date	Date	numeric	Date cannot be 1) before a member's commencement date, 2) a date in the future	1) Termination Date can not be less than Commencement Date, 2) Termination date must not be in the future
Street Address*	50	numeric/alpha	All keyboard characters except , \ .] , ' " and Double spacing	Remove the following invalid characters , \ .] , ' " and double spacing
Street Address 2	50	numeric/alpha	All keyboard characters except , \ .] , ' " and Double spacing	Remove the following invalid characters , \ .] , ' " and double spacing
Suburb*	25	alpha	Must not contain numbers, commas or any special characters	Remove the following invalid characters - ' . double spacing
State*	Drop Down	alpha	System will only accept NSW, VIC, QLD, TAS, ACT, SA, WA or NT	Remove the following invalid characters . , and spacing
Postcode*	4	numeric	Can only contain numerical values	
International Addresses			If a member has an International Address - only the fields "Address Line 1" and "Country" should be populated in the file for their record	
Phone Number*	20	numeric	Can only contain numerical values (can contain single spacing)	Remove the following invalid characters A-Z (a-z) characters , / \] " & ' - and double spacing
Mobile Phone Number*	20	numeric	Can only contain numerical values (can contain single spacing)	Remove the following invalid characters A-Z (a-z) characters , / \] " & ' - and double spacing
Email Address	100	numeric/alpha	Must contain the "@" symbol	
Fund USI (Unique Superannuation Identifier)* - choice members only	20	numeric/alpha	Spaces & special characters are not allowed, numbers & letters only.	MUST be provided for contributions to an APRA-regulated choice fund. This replaces the Superannuation Product Identification Number (SPIN) that was previously used to identify many public or corporate funds. You should ensure that the correct USI for the target fund is provided, however SCH will search for registered APRA-regulated funds and attempt to match the required target fund where you provide that fund's SPIN within this column. If an exact match cannot be identified you will be alerted during file processing.
Fund Name - choice members only	50	numeric/alpha	Must not contain commas or any special characters	Optional. Used for identification of choice target funds.
Fund ABN* - choice members only	11	numeric	Spaces & special characters are not allowed, numbers only	MUST be provided for contributions to an SMSF (Self Managed Superannuation Fund) and is optional for contributions to an APRA-regulated fund. The ABN for the superannuation fund to which contributions are to be paid.
Fund ESA (Electronic Service Address) - choice members only	16	numeric/alpha	Must not contain commas or any special characters	SHOULD be provided for contributions to an SMSF and may become mandatory in future. The target electronic service address is used when contributing to a self-managed super fund (SMSF) to identify the SuperStream SMSF Messaging provider used by that SMSF.

Important Information

- *Always save your file in one of the following formats CSV/XLS/XLSX/TXT - (CSV preferred)
- *Each field must have its own column
- *A character can separate date details, as long as it's the same for the entire column (eg slash / comma, or full stop.)
- *File must have one line per member [ie, all information for a member must be contained on the one line (row)]
- *All blank rows (with no information) and 'subtotal' or 'total' rows must be removed from the file
- *Ensure all file corrections are also corrected in your payroll system - so next month's contribution reflects accurately
- *Remember that the file format must be consistent each month, otherwise the file will need to be re-mapped

Other general information to be aware of that can cause issues:

1. Members First name contains less than 2 characters or is missing
2. Members Last name contains less than 2 characters or is missing
3. Members DOB is missing, not in the date format nominated in your file mapping
4. Members DOB is less than 15 years before today or greater than 100 years before today
5. The Contribution record contains a negative value (SG, SALSAC, EMPADD, MBRCONT)