

MAKING CONTRIBUTIONS THROUGH THE ATO SMALL BUSINESS SUPERANNUATION CLEARING HOUSE (ATO CLEARING HOUSE)

Following the recent transfer of ANZ and OnePath super products to the Retirement Portfolio Service superannuation fund, employers using the ATO Clearing House to make superannuation contributions are required to update their employees' super fund details in the ATO Clearing House portal. Instructions for updating your employees' super fund details are provided below.

UPDATING AN EMPLOYEE'S SUPER FUND DETAILS

Step 1 – Login to the ATO Clearing House

- Go to the ATO Clearing House at ato.gov.au/sbsch
- Select 'Login' on the top right hand corner
- Login using your user ID and password.
- The home page will display.

Step 2 – Select employees with ANZ and OnePath super products

- Select 'Employee' from the menu navigation panel. The menu will expand to display the options available.
- Select the employee listing.
- Select the appropriate employee name.

Step 3 – Delete current super product details

- The Employee Details page will display the selected employee's details.
Please take note of the product name as it will be required when selecting the new super fund details
- Click on the 'Delete' box associated with the fund.
- Select 'Submit'.

Step 4 – Confirm the deletion

- You will be asked to verify the action you have taken in Step 3. If the details submitted are correct, select 'Continue'.
- If the details submitted are incorrect, select 'Change'. The Employee Details page will display where you can amend your information and re-submit.

Step 5 – Confirm the update

- Your update has been successful.
- Select 'Continue'.

Step 6 – Add new super fund details

- Re-select the hyperlink of the appropriate employee.
- Add the details of the new superannuation fund/product for each employee and re-submit.

The following is a list of the products that transferred to the Retirement Portfolio Service superannuation fund (ABN 61 808 189 263). Please select the product applicable to your employee.

ANZ products	ABN	USI
ANZ Smart Choice Super	61 808 189 263	MMF2076AU
ANZ OneAnswer Personal Super – Entry Fee	61 808 189 263	ANZ0325AU
ANZ OneAnswer Personal Super – Nil Entry Fee	61 808 189 263	ANZ0326AU
ANZ Super Advantage	61 808 189 263	ANZ0265AU
ANZ Personal Superannuation Bond	61 808 189 263	ANZ0074AU

OnePath products	ABN	USI
OneAnswer Frontier Personal Super	61 808 189 263	MMF0334AU
OnePath Plus Personal Super (Entry Fee & Nil Entry Fee)	61 808 189 263	MMF0334AU
OnePath Plus Personal Super	61 808 189 263	61808189263003
Integra Super	61 808 189 263	MMF0146AU
OptiMix Superannuation	61 808 189 263	LEF0160AU

Once you have updated the employee's details with the new ABN or USI please conduct the following steps – for detailed step by step instructions please see the **ATO Clearing House reference guide**:

1. Delete any Payment instruction created before updating the employee's details
2. Create a new payment instruction
3. Submit the Payment Instruction

Please take steps to make the payment as you would normally do.

If you continue to receive an error message please contact the SBSCH helpline on 1300 660 048.