

# HOW DO I KNOW WHEN TO PAY SUPER TO A STAPLED SUPER FUND?

## STEP 1

Offer your new employee the choice of a super fund via the Superannuation Standard Choice Form.

## STEP 2

If the employee fails to choose a super fund, request their stapled super fund details from the ATO & pay super into the employee's stapled super fund.

## STEP 3

If a stapled super fund does not exist & the employee has not provided a choice of fund, you must pay the super into your default super fund.

