

# Payday Super: Employer Contribution Data Checklist

**Rest**  
for Business

**This checklist is to help you confirm employee data that is essential to be correct and complete before submitting contributions.**

Completing these checks as part of your contribution process helps minimise rejected contributions and rework, supporting Payday Super compliance and reducing the risk of financial penalties with SG charge liabilities.

When preparing data, ensure no special characters (e.g. \$, %, &) are used, and that there are no leading or trailing spaces.

**Note:** Check with your clearing house and payroll providers to make sure they also have the most up to date information.

## Employee personal details

- Given name and Surname** complete and recorded correctly
- Date of birth** provided and matches payroll records
- Tax File Number (TFN)** provided
- Residential address** provided, including suburb and postcode

## Employment and membership details

- Payroll number provided and unique to the employee
- Member number included (if known)
- Payroll and member numbers are consistent with previous submissions
- Employment commencement date entered must be earlier than or within the contribution period
- Correct termination date (if applicable)
- Last Contribution must be prior to termination date being applied (if applicable)

## Before you submit

- All essential data (noted above) is complete
- Data has been reviewed for accuracy and consistency
- Check that the contribution data and total match the payment amount before you submit