Guide to custom file formatting

Field	Character limit	Data Type	Data requirements
Member Number - Default fund	15	Numeric	Assigned by the default fund, blank is acceptable
Member Number - Choice fund	15	Numeric/Alpha	Choice Fund Member numbers are mandatory. '/' and '-' can also be used
Given Name (First and middle name)	50	Alpha	Can contain only letters, single space and hyphen. Initials not allowed
Surname (Family name)	50	Alpha	Can contain only letters, single space and hyphen. Initials not allowed
Title	4	Alpha	Provide only Mr, Mrs, Miss, Ms, Dr or Rev only.
Gender	6	Numeric/Alpha	Must be Male, M, 1, Female, F, 2, or 0
Date of Birth	10	Date format	Must be in valid date format
Tax File Number	9	Numeric	No space or dash. Unique 9 digit TFN only, blank is acceptable and exemption codes are invalid
Payroll Number	10	Numeric/Alpha	Unique code assigned by the employer
Employment Commencement Date	10	Date format	Common format accepted (dd/mm/yyyy)
Employment Termination Date	10	Date format	Common format accepted (dd/mm/yyyy). Termination date cannot be before commencement date nor a future date.
Street Address 1	50	Numeric/Alpha	Remove invalid characters and double spacing not allowed
Street Address 2	50	Numeric/Alpha	Remove invalid characters and double spacing not allowed
Suburb	25	Alpha	Valid post code required within Australia according to Australia Post
State	3	Alpha	Valid state required within Australia according to Australia Post
Post Code	4	Numeric	Valid post code required within Australia according to Australia Post
Country Code	2	Alpha	If a member has an international address - only the fields Address line 1 and Country required to be populated. (Australia = AU)
Phone Number	20	Numeric	Numbers and single space only. Between 8 to 12 digits
Mobile Phone Number	20	Numeric	Numbers and single space only. Between 8 to 12 digits
Email Address	100	Numeric/Alpha	Valid email format. Contains @ symbol and correct domain name
Fund Name	50	Alpha	Name of destination superannuation product.
Fund ABN	11	Numeric	No space. No dash. Valid ABN only
Fund USI	14	Numeric/Alpha	No space.Valid USI only, blank is acceptable when fund is SMSF
SMSF BSB	6	Numeric	Valid BSB (without hyphen)
SMSF Account number	9	Numeric	Number with maximum of 9 digits
SG contribution	9	Numeric	Max 2 decimals (negatives not permitted), zero and blank are acceptable
Member Voluntary Contribution	9	Numeric	Max 2 decimals (negatives not permitted), zero and blank are acceptable
Salary Sacrifice Contribution	9	Numeric	Max 2 decimals (negatives not permitted), zero and blank are acceptable
Employer additional Contribution	9	Numeric	Max 2 decimals (negatives not permitted), zero and blank are acceptable

Important Information

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