

Preparing for the transfer to Mercer Business Super

# Your employer checklist

14 January 2026



# Your new Mercer Business Super plan

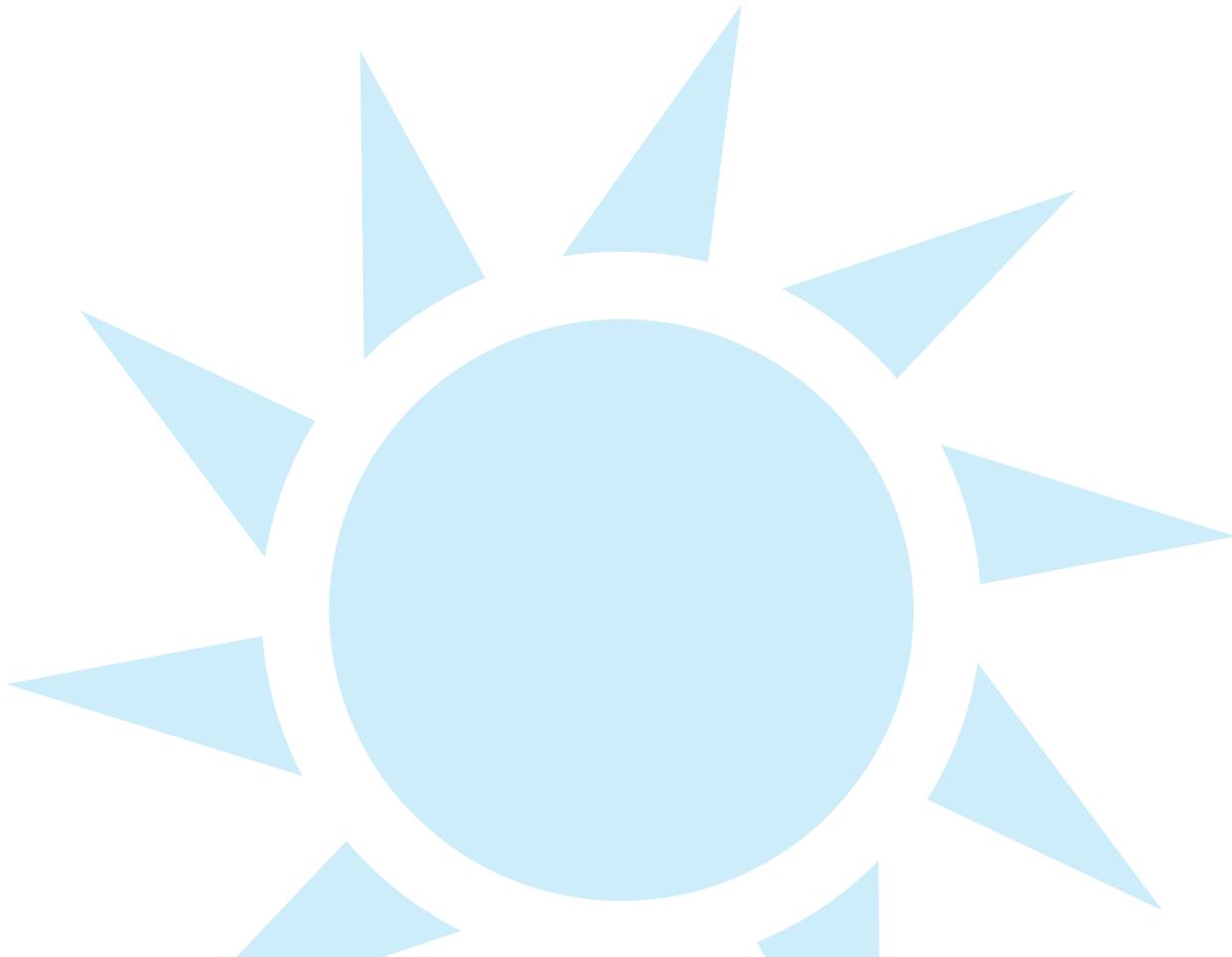
**Around 20 March 2026 your employer plan will be transferred from Mercer Super Trust – SmartSuper plan and/or Mercer SmartSuper Plan to our flagship product, Mercer Business Super.**

The move will result in some key changes to your plan, including:

Changes for your employer super plan	Changes for your employees
<ul style="list-style-type: none"><li>• A new default super plan in Mercer Business Super</li><li>• A new employer number (unless we advise you otherwise)</li><li>• Changes to your benefit category codes</li><li>• You will also need to supply some additional information about your employees when you submit contributions</li></ul>	<ul style="list-style-type: none"><li>• A new super plan: Mercer Business Super</li><li>• New Unique Superannuation Identifier (USI)</li><li>• New account number (10 digits). This is the number you should use for paying SuperStream contributions</li><li>• New member number (9 digits)</li><li>• New BPAY® details</li><li>• Changes to insurance cover</li></ul>

To learn more about Mercer Business Super, read the [product disclosure statement](#).

It's important to share this information and checklist with the people responsible for your payroll and superannuation arrangements.



# Mandatory information for new members and submitting contributions

Your payroll system will need to capture the following information to successfully submit member registration requests and contributions for employees in your new Mercer Business Super plan. New mandatory fields for your SuperStream file are in **bold**:

- Standard member details
  - Full name
  - Date of birth
  - Postal address
  - **Gender**
- Employment status (full time, part time, casual, or contractor)
- Employment start date/date joined company
- Salary (or income) for insurance (refer to the [Mercer Business Super Insurance booklet 2](#) for the standard definition or if you have a non-standard definition this will continue)
- Benefit category (we will let you know this immediately following the transfer)
- Fund registration date/date joined fund (use 20 March 2026 for all transferring members. If you have any new members join between 9 and 20 March 2026, they must be dated 20 March 2026 to ensure eligible members receive insurance)

## If you pay fees and/or insurance premiums for your employees

There will be some changes to how you submit employer-paid fees and/or insurance premiums after the transfer. We'll be back in touch in February with everything you need to know.



# Employer checklist: Key dates and things to do

Here are the key steps you can take to prepare for the transfer of your employer super plan.

**Early 2026**

## Check with your payroll team

Check that all the mandatory information listed above can be captured and included in your SuperStream file. If not, please work with your payroll provider to **update your SuperStream file before Tuesday 31 March 2026**.

**4pm (AEDT)  
Monday  
9 March 2026**

## Deadline for submitting contributions

If you need to lodge your employer contributions in March using existing details, this is the final date they can be submitted. This deadline also applies for setting up new members or letting us know of any employment terminations.

**Important:**

- Any contributions received after this time may be rejected and returned to you.
- Ensure all contributions are correct, as we will be unable to process refunds or adjustments after the transfer.

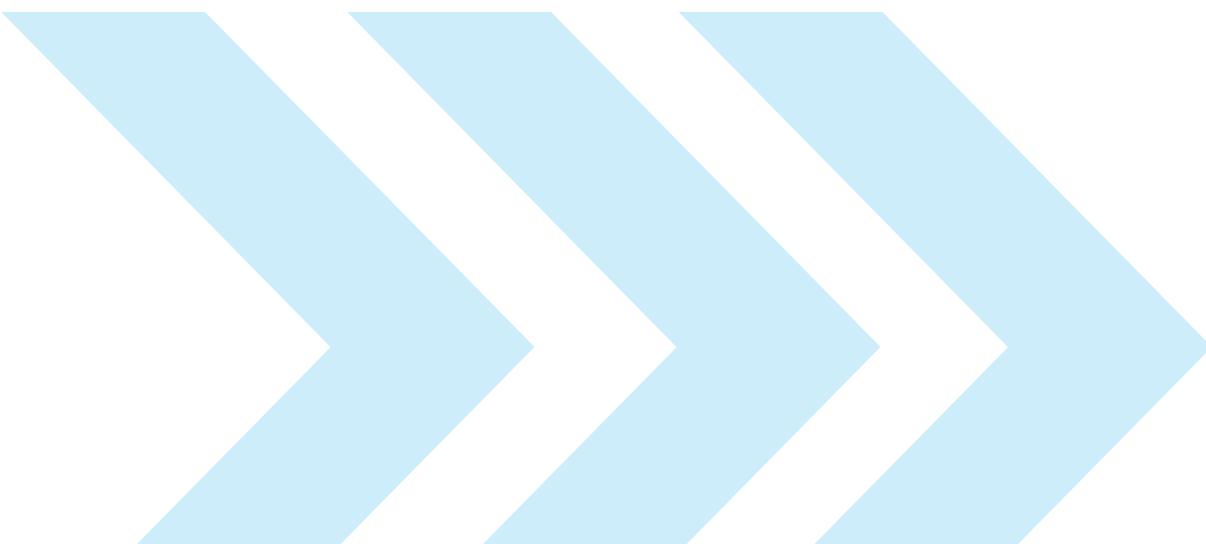
**Early  
April 2026**

## Update your SuperStream file

We will write to you with all the information you need to update your file, including:

- New plan USI
- New account number for each of your transferring employees
- Benefit categories
- Fund registration date/date joined fund

You will need these details, as well as the mandatory information, to pay contributions, set up new members, and to let us know of any employment terminations.



# If you have employees with other Mercer Super accounts

You may also have some employees who have chosen for their super contributions to go to another Mercer Super account (outside of your employer plan).

Employees with accounts in the following funds will transfer to Mercer Business Super on or around 20 March 2026.

- **USI: 19905422981888** – Mercer SmartSuper Plan (Individual Section and Employed Section)
- **USI: 19905422981999** – Mercer Super Trust – SmartSuper

You should pause all contributions for these employees from **4pm (AEDT), Monday 9 March 2026** while the transfer takes place. From **Tuesday 31 March 2026** you can restart contributions using the Mercer Business Super USI.

Your contributions to employees with accounts in any other Mercer Super plans (with a different USI to above) are not affected by the transfer.

## Need help?

Thank you for your patience during the transfer. We'll be back in touch by late January with an advance copy of the formal notice being sent to members and further details around next steps.

In the meantime, our Employer Support team are here to help you.



[employer.support@esuper.com.au](mailto:employer.support@esuper.com.au)



Call **1800 682 525** (select option #4), Monday to Friday, 8am-7pm (AEST/AEDT).

### Important information

Issued by Mercer Superannuation (Australia) Limited (MSAL) ABN 79 004 717 533, Australian Financial Services Licence # 235906, the trustee of the Mercer Super Trust ABN 19 905 422 981 ('Mercer Super').

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