

## File Format Requirements

### Information Fields

When creating a file from your payroll system we require as much information as possible. Please find a list of all the fields we prefer your file to contain, and note the ones marked mandatory – without them we cannot set up an account for your staff member and therefore may have to refund the contribution you pay for them.

Your AMIST Employer Number	numeric
Member Number	numeric
Payroll Number	numeric/alpha
Members Title	alpha
Members Given Names*	alpha
Members Surname*	alpha
Members Gender	alpha
Date of Birth*	numeric
Pay Frequency	alpha
Number of Pays	numeric
Employer Contribution*	numeric
Additional Employer Contribution*	numeric
Member Voluntary Contribution*	numeric
Employment Category (full-time, casual, etc)	alpha
Employment Commencement Date *	numeric
Employment Termination Date *	numeric
Member Residential Address *	alpha
Member Residential Street Address 2	alpha
Suburb *	alpha
State *	alpha
Postcode *	numeric
Tax File Number*	numeric
Total	numeric

\* Denotes a mandatory field

### Important Information

- Always save your file as a .txt, .CSV or .xls file
- Each field must have its own column and must not change order
- The headers and footers must be the same number each month
- A character can separate the date details, as long as it's the same for the entire column (eg slash / comma, or full stop.)
- Must be one line per member
- Remember that the file format must be consistent each month, unless you advise of a change

Thank you for providing us with the best data as possible.