**PERSONAL INFORMATION**

# **(to be completed by the employee)**

|  |  |  |  |
| --- | --- | --- | --- |
| First Name |  | Middle Name |  |
| Last Name |  | | |
| Date of Birth |  | | |
| Personal  Email Address |  | | |
| Address |  | | |
|  |  | | |
| City |  | Postal Code |  |
| Phone Numbers |  | | |
| Emergency Contact |  | | |
| IRD Number |  | Tax Code |  |
| KiwiSaver Contribution Rate | ⃝ Ineligible (explain) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ⃝ Opting out (KS10 required; we will apply 3% if KS10 not supplied)  ⃝ 3% ⃝ 4% ⃝ 8% | | |
| Bank Account Number |  | | |

# EMPLOYEE’S DOCUMENTATION CHECKLIST

* [IR330](http://www.ird.govt.nz/forms-guides/keyword/businessincometax/ir330-form-tax-code.html) (PAYE)
* [KS2](http://www.ird.govt.nz/forms-guides/number/forms-001-99/ks02-form-ks-employee-deductions.html) (KiwiSaver deduction form) or [KS10](http://www.ird.govt.nz/forms-guides/keyword/kiwisaver/ks10-form-ks-optout.html) (Optout request)
* Proof of work eligibility **(NZ or AU passport or birth certificate, Work Visa)**
* **Proof of bank account number**

**You will be automatically enrolled in KiwiSaver unless you are under 18, over 65, a casual worker or on a work permit/visa. If you are eligible for automatic enrolment and DO NOT wish to contribute to KiwiSaver you MUST submit form KS10 no later than the 56th day after you start work. If we do not receive your KS10 we CAN NOT stop contributions even if you check the box above.**

**EMLOYMENT INFORMATION**

# **(to be completed by the employer)**

## Personal Information sheet also required

|  |  |  |  |
| --- | --- | --- | --- |
| Employee’s Name |  | | |
| Job Title |  | Employee Type | ⃝ Permanent  ⃝ Temporary  ⃝ Contractor |
| Region of Employment  (for Anniversary Day) |  | Standard hours  per week |  |
| First day of employment |  | Payroll Frequency  (e.g., Monthly, Fortnightly) |  |
| Pay Rate: | $ | Per | ⃝ hour  ⃝ week  ⃝ fortnight  ⃝ month  ⃝ year |
| Vacation Policy: | ⃝ No vacation (owners only)  ⃝ 8% with each pay (casual workers only)  ⃝ 4 weeks Annual Leave (standard minimum)  ⃝ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Sick Leave Policy: | ⃝ None (rare)  ⃝ 5 days (standard minimum)  ⃝ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Special Benefits  or Allowances |  | | |
| Special Deductions |  | | |
| ESCT Rate | ⃝ 10.5% (up to $16,800)  ⃝ 17.5% (up to $57,600)  ⃝ 30% (up to $84,000)  ⃝ 33% (over $84,000) | | |

# EMPLOYERS DOCUMENTATION CHECKLIST

* Employment Agreement
* IR330 (PAYE)
* KS2 (KiwiSaver enrolment) or KS10 (Optout notification)
* Proof of work eligibility