



KiwiSaver employee details (employer to complete and send to Inland Revenue)

KiwiSaver Act 2006

Use this form to enrol eligible employees in KiwiSaver. You can send the employee's information electronically in your Payroll returns account in myIR. Go to www.ird.govt.nz/myIR to register. **Read the notes on the back to help you fill in this form.**

Section A Eligibility Put a dash to indicate the employee's situation eg

Do not complete this form if the employee is already a KiwiSaver member or is not eligible to join KiwiSaver.

1. Is the employee eligible to be a KiwiSaver member? Yes – go to question 2 No – do nothing
2. Is the employee: a new employee? an existing employee who wants to opt in?

Section B Employee details Use **BLOCKLETTERS**

Complete questions 3 to 6 using the information the employee has given you.

3. Employee's name Mr Mrs Miss Ms Other
- Put a dash to indicate your employee's title

First names

Surname

4. Employee's postal address
- Street number Street address or PO Box number
- Suburb, box lobby or RD
- Town or city Postcode

5. Employee's contact numbers
- Day Mobile

6. Employee's email address

If you give an email address you may receive KiwiSaver information by email

Complete questions 7 and 8 **exactly** as the employee's details will be shown on the *Employment information (IR348)*.

7. Employee's IRD number
8. Employee's full name
- or identifier as shown on the *Employment information (IR348)*

Section C Employment details Use **BLOCKLETTERS**

9. Employer's IRD number

10. Employer's business name

11. Employer's postal address
- Street number Street address or PO Box number
- Suburb, box lobby or RD
- Town or city Postcode

12. Employer's contact numbers
- Day Mobile

Send this completed form to Inland Revenue by the date your employment information is due for the employee's first payday.

This form is for employers to notify Inland Revenue about:

- a new employee being enrolled automatically in KiwiSaver, or
- an existing employee who opts in.

Automatic enrolment

New employees need to be automatically enrolled in KiwiSaver—with some exceptions. You can find more information in your KiwiSaver employer guide, at www.kiwisaver.govt.nz or call us on 0800 377 772.

You will need to make KiwiSaver deductions from your new employee's first payment of salary or wages. However, they can opt out of KiwiSaver on or after day 14 and on or before day 56 of starting new employment. Any contributions deducted before they opt out can be refunded by you or by Inland Revenue.

Automatic enrolment eligibility criteria

If any of the following apply do not automatically enrol the new employee:

- already a KiwiSaver member
- not a New Zealand citizen or entitled to live here indefinitely
- age 18 or under
- age 65 or over
- employed for only 28 days or less
- casual employee and receives holiday pay with their wages
- on a "WT" withholding tax code.

For full eligibility criteria, you'll find more information in your *KiwiSaver employer guide (KS4)*, go to www.kiwisaver.govt.nz or call us on 0800 377 772.

Employee details

All employees who are automatically enrolled or opt into KiwiSaver must give you their name, IRD number and address. If the employee is unable to give you all their details, complete as much as you can and send the form to us at the address below. If an eligible employee doesn't provide you with a KiwiSaver deduction rate, deduct 3% as the default rate.

Privacy

Meeting your tax obligations means giving us accurate information so we can assess your liabilities or your entitlements under the Acts we administer. We may charge penalties if you don't.

We may also exchange information about you with:

- some government agencies
- another country, if we have an information supply agreement with them
- Statistics New Zealand (for statistical purposes only).

If you ask to see the personal information we hold about you, we'll show you and correct any errors, unless we have a lawful reason not to. Call us on 0800 377 772 for more information. For full details of our privacy policy go to www.ird.govt.nz (keyword: privacy).

What an employer should do with this completed form

Send this completed form to Inland Revenue at the address below, no later than when you are next required to send an *Employment information (IR 348)*. Or you can send the information electronically in your Payroll returns account in myIR. Go to www.ird.govt.nz/myIR to register.

Send this completed form to:

**Inland Revenue
PO Box 39090
Wellington Mail Centre
Lower Hutt 5045**

For more information about KiwiSaver go to www.kiwisaver.govt.nz