

EMPLOYEE INFORMATION FORM

Please complete for each of your employees. Once completed return forms to lana@paysauce.com or post to: PaySauce, PO Box 30433, Lower Hutt 5040.



Company Name:

First Name: Last Name:

Address:

Phone Number: Gender: Female Male

Email:

Bank Account:

(If employee banks to additional accounts enter the details at the bottom of the form)

IRD Number: Tax Code:

Regular deductions:
(eg Child Support (paid through IRD))

Other deductions:
(List details)

Allowances:

Is this employee 'Salary' or 'Wage'? Salary (enter yearly amount): \$ Wage (enter hourly rate): \$

Start Date (with company): Is your employee a casual worker? Yes No

If casual, does your employee receive their 8% holiday pay each pay time? Yes No

If you selected yes, is the 8% holiday pay... Included in the hourly rate Over and above the hourly rate

(We recommend paying the 8% holiday pay over and above, so the employee can see the holiday pay separated)

Days worked per week: Hours worked per day: *If employee doesn't work standard hours, tick box*

Does your employee contribute to KiwiSaver? If yes, enter the percentage:

If your employee contributes to KiwiSaver, the company must contribute a minimum of 3%. Enter company percentage:

Standard (company) non taxable allowances:
eg Travel, Meals (receipts required)

Standard (company) taxable allowances:
eg Accommodation, Meals (no receipts required)

Other Government deductions:
eg Department of Courts, WINZ, IRD

Extra Information: