

## You and ACC

### ACC has two components:

- 1) The employee levy – this forms part of the PAYE deduction from the earnings of the employees.
- 2) The employer levy – the amount the employer pays for each employee. This is invoiced annually from ACC.

All individuals acting as employers who use Manawanui's payroll service will have an ACC account and receive levy invoices. The employer portion of the levy invoice is confusing for many people.

### What can I expect?

ACC sends all newly registered employers a welcome pack. Depending on the information received by ACC from IRD, the pack may be sent to Manawanui. In this case we will forward the pack to the registered employer.

The pack contains your ACC classification unit which is based on information received from IRD and reflects the type of industry the employment relates to. If ACC is unsure, the classification of 'Manufacturing' is used as a default. The correct classification is Private Households Employing Staff (97000). Employers will need to contact ACC to notify them of an incorrect classification if necessary. Please note that ACC will not deal with Manawanui as we are not authorised to do so.

ACC invoices are usually sent to Manawanui for payment (refer to the ACC accrual on client statements). If the invoices are sent to your home address, please forward them to us at [admin@incharge.org.nz](mailto:admin@incharge.org.nz) or PO Box 83, Albany Village, Auckland 0755 with a cover note asking us to pay on your behalf because your employees are paid through Manawanui's payroll service.

If you have a "self-employed" business please have all invoices sent to your home address otherwise we will receive your personal documents.

### Possible Issues:

If the invoice is not paid by the due date, ACC will initially send a reminder before proceeding with formal debt collection processes.

To avoid incurring penalties please ensure you check any mail from ACC and forward invoices to us with a note if they require payment. As the registered employer you are responsible for the ACC account. Manawanui is responsible for paying the invoice on your behalf from your IF funds.

If you do not wish to receive the invoice directly then you need to contact ACC to change the address. Also, if there is any problem with the invoice, Manawanui will inform you of what corrections need to be made. Again, you will need to make contact with ACC yourself as they will not deal with Manawanui.

If you have any further queries please contact your Coach who will provide further assistance.