

Employee Information Form



Please complete this form for each employee. To return to Manawanui please press the submit button at the bottom of the form or save and e-mail as an attachment to info@incharge.org.nz. Please remember to save a copy for your records. Please ensure all information areas marked with an asterisk * are completed.

Person Receiving Funding*

NHI Number

Agent's Name

Client Code*

(You will find your client code on the top of your statement. If you do not have a statement please contact our Helpdesk on 0508 462 427)

Employee Information

Personal Details

Surname*

Date of Birth*

First Name*

Phone

Address*

Gender Male

Town

Female

Post Code

Other

City*

E-mail

Start Date with Employer*

Bank Account*

Bank | Branch | Account | Suffix

Tax Information

IRD Number*

Tax Code*

Child Support (through IRD, not private arrangement)

Yes

No

Amount

Employment Agreement Completed and Signed*

Yes

No

Appointment Information

Position

Tenure* Permanent Casual

Wage Details

Hourly Rate*

Hourly rate excludes the 8% holiday component. If your employee has multiple wage rates, please state accordingly.

Days worked per week Hours worked per day Non standard hours

Allowances and Deductions

Does your employee contribute to KiwiSaver?* Yes No

If yes, what percentage Is your employee exempt? Yes No

Please note: All new employees (based on start date above) will automatically be opted in to KiwiSaver for 2 weeks, unless they are exempt - refer to [KiwiSaver website](#) for [list of exemptions](#). From 1 April 2013, Employers are required to contribute the equivalent of 3% of their employee's gross salary or wages.

List any additional allowances for this employee (e.g. travel)

Leave Entitlement

tick option based on your agreement with your employee*

- 20 Days Average hours Accrued 8% included with pay (applies to casual employees only)

Sign

Employee Signature

Date

Employer Signature

Date