

**EMPLOYEE INFORMATION FORM**

Please complete for each of your employees. Once completed return forms to sales@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: