

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:

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(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: