



# KiwiSaver employee details (employer to complete)

*KiwiSaver Act 2006*

Use this form to enrol eligible employees in KiwiSaver, or you can send the employee's information through ir-File.  
**Please read the notes on the back to help you fill in this form**

**Section A Eligibility** Please put a dash to indicate the employee's situation eg

**Do not complete this form if the employee is already a KiwiSaver member or is not eligible to join KiwiSaver.**

1. Is the employee eligible to be a KiwiSaver member?  Yes – go to Question 2  No – do nothing
2. Is the employee:  a new employee?  an existing employee who wants to opt in?

**Section B Employee details** Please use **B L O C K L E T T E R S**  
Complete Questions 3 to 6 using the information the employee has given you.

3. Employee's name  Mr  Mrs  Miss  Ms  Other

Put a dash to indicate your employee's title

First names

Surname

4. Employee's postal address

Street number  Street address or PO Box number

Suburb, box lobby or RD

Town or city  Postcode

5. Employee's contact numbers

Day  Mobile

6. Employee's email address

Complete Questions 7 and 8 **exactly** as the employee's details will be shown on the *Employer monthly schedule (IR 348)*.

7. Employee's IRD number

8. Employee's full name or identifier

as shown on the *Employer monthly schedule (IR 348)*

**Section C Employer details** Please use **B L O C K L E T T E R S**

9. Employer's IRD number

10. Employer's business name

11. Employer's postal address

Street number  Street address or PO Box number

Suburb, box lobby or RD

Town or city  Postcode

12. Employer's contact numbers

Day  Mobile

**Please send this completed form to Inland Revenue no later than when you are next required to send an employer monthly schedule.**

**This form is for employers to notify Inland Revenue about:**

- a new employee being enrolled automatically in KiwiSaver, or
- an existing employee who opts in.

**An employee is eligible to join KiwiSaver through their employer if they are:**

- 18 or over, but under the New Zealand Superannuation age of eligibility (65), and
- a New Zealand citizen, or entitled to be in New Zealand indefinitely, eg Australian citizen, New Zealand resident
- present or normally present in New Zealand or serving overseas as an employee of New Zealand's State Service.

If you're not sure that the employee is eligible to become a KiwiSaver member, eg an employee on a work permit is not eligible to join KiwiSaver, you'll find more information in your KiwiSaver employer guide, or go to [www.kiwisaver.govt.nz](http://www.kiwisaver.govt.nz) or call us on 0800 377 772.

You don't need to fill in this form if the employee is already a KiwiSaver member.

**Automatic enrolment**

New employees need to be automatically enrolled in KiwiSaver—with some exceptions. You'll find more information in your KiwiSaver employer guide or go to [www.kiwisaver.govt.nz](http://www.kiwisaver.govt.nz) or call us on 0800 377 772.

You will need to make KiwiSaver deductions from your new employee's first payment of salary or wages. However, they can opt out of KiwiSaver on or after day 14 and on or before day 56 of starting new employment. Any contributions deducted before they opt out can be refunded by you or by Inland Revenue.

**Employee details**

All employees who are automatically enrolled or opt into KiwiSaver must give you their name, IRD number and address. If the employee is unable to give you all their details, complete as much as you can and send the form to us at the address below.

**Privacy Act 1993**

We ask you for information so we can effectively manage KiwiSaver under the KiwiSaver and Inland Revenue Acts.

You must, by law, give us this information. Penalties may apply if you do not.

**What an employer should do with this completed form**

Please send this completed form to Inland Revenue at the address below, no later than when you are next required to send an *Employer monthly schedule (IR 348)*. Or you can send the information through ir-File (see [www.ird.govt.nz](http://www.ird.govt.nz) for details about ir-File).

Inland Revenue  
P O Box 1454  
Hamilton 3240

For more information about KiwiSaver go to [www.kiwisaver.govt.nz](http://www.kiwisaver.govt.nz)