

# EMPLOYEE INFORMATION PAYROLL



CONTACT INFORMATION	
First Name:	
Last Name:	
Job Position:	
Mobile:	
Contact Email:	
Contact Address:	

TAX AND DEDUCTIONS			
IRD Number:	-	-	Tax Code:
Kiwisaver contribution rate:	%	Kiwisaver company contribution rate:	%
Are there any Government deductions (e.g. child support paid through IRD, DoJ)			
Standard company allowances (if any)			
Standard company deductions (if any)			

EMPLOYMENT DETAILS				
Bank account name:				
Bank account number:	_ _ _ _ _			
Start date with company:				
Salary or wage:		Regular or variable hours:		
Work pattern if standard (i.e. if regular days and hours please note)				
Salary or wage value:				
Casual?	Yes	No	If Casual, is 8% paid out each pay?	
			Yes	No
If yes, is 8% included or on top?		Included	On top	
Comments:				

TIMESHEET DETAILS					
Timesheet submitted?	Yes	No	Smartphone Owner?	Yes	No
Smartphone Make:			Smartphone Model:		

PLEASE RETURN COMPLETED FORMS TO: payroll@rightway.co.nz