

Employee details form

Use this form to gather the information you will need to Add a New Employee in EdPay.

You don't need to send this form to Education Payroll.

Compulsory EdPay boxes are marked with *

Employee privacy

- By completing this form you are consenting to your school and Education Payroll using these details for the purpose of paying you.
- Read Education Payroll's privacy statement at: educationpayroll.co.nz/edpay/

School Name

Signature of Authorised Payroll Administrator*

Signature of Employee*

Date*

Date*

Personal details - employee to complete

MOE number (if known)

Previous employment finish date at NZ state
or integrated school (if known)

Title

First name*

Preferred name

Second name

Third name

Last name*

Previous last
name

Date of birth*

Gender

Ethnicity 1

Ethnicity 2

Ethnicity 3

Contact details - employee to complete

Email*

Mobile phone

Home phone

Work phone

Residential address*

Postcode*

Postal address
(If different to home
address*)

Personal details - employee to complete

Bank account number*

IRD number*

Tax code*

IR33 tax code declaration can be found at: <http://www.classic.ird.govt.nz/forms-guides/>

KiwiSaver*

Are you already a KiwiSaver member?

If 'no' do you want to join?

Have you been a member for 5+years (if aged 65+ years)?

Are you currently on savings suspension?

Contribution Rate:
(will default to 3% if no rate selected)

Complete the KS2 form if you are:

- *Starting new employment*
- *An existing employee who wants to opt into KiwiSaver*
- *A KiwiSaver member who wants to change contribution rate*

KiwiSaver forms can be found at: <http://www.classic.ird.govt.nz/forms-guides/> *(to be kept on file by your school)*

If you are currently a member of a state sector retirement scheme other than KiwiSaver please tick below:

Fund	Membership number
AMP State Sector Retirement Savings Scheme (SSRSS)	
ASB State Sector Retirement Savings Scheme (SSRSS)	
Government Superannuation Fund (GSF)	
National Provident Fund (NPF)	
Teachers Retirement Savings Scheme (TRSS)	