

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/privacy/

School name

Signature of authorised payroll administrator

Signature of employee

Date

Date

Personal details – employee to complete

MOE number (if known)

Teacher registration number

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

Ethnicity 2

Ethnicity 3

Contact details – employee to complete

Email*

Mobile phone

Home phone

Work phone

Residential address*

Postcode*

Postal address
(If different to
residential address*)

Personal details – employee to complete

Bank account number*

IRD number*

Tax code*

IR330 tax code declaration can be found [here](#) or visit ird.govt.nz

KiwiSaver*

Are you a New Zealand or Australian citizen or entitled to be in New Zealand indefinitely?

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 KiwiSaver KS2 deduction form if you are:

- starting new employment
- an existing employee who wants to opt in to KiwiSaver
- a KiwiSaver member who wants to change contribution rate

KiwiSaver KS2 form can be found [here](#) or visit ird.govt.nz (to be kept by 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)	

Union – are you currently a union member?

(If you wish to join a union, please contact the union directly)

Emergency contact details – employee to complete

(for school use only – not required for payroll)

Name

Address

Phone

Email

Relationship to employee

Name

Address

Phone

Email

Relationship to employee

Name

Address

Phone

Email

Relationship to employee