**Holidays Act Compliance – Former Employees Back Pay Application Form**

Print, complete, and email this form and any required supporting documents to holidaysactquery@citycare.co.nz

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| **Full Name:**If your name has changed provide identification in your new name along with supporting documentation showing the name change (eg marriage certificate). |  |
| **Postal Address:** |  |
| **Approximate Dates of Employment:** | \_ \_ / \_ \_ to \_ \_ / \_ \_ |
| **Email Address to be Used:** |  |
| **IRD Number:** |

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| **Tax Bracket:**To ensure we tax you at the correct level, indicate which tax bracket you are likely to sit in for this financial year (ending 31 March 2019). | [ ]  $14,000 or less[ ]  $14,001 to $48,000[ ]  $48,001 to $70,000[ ]  Greater than $70,001 |
| **Tax Code:**If your tax code is different from the one we have on file you need to supply a new [IR330](http://www.ird.govt.nz/forms-guides/number/forms-300-399/ir330-form-tax-code.html) form (available on IRD website).   | **\_\_\_\_**Tax code changed? [ ]  Yes [ ]  No**If yes, IR330 included:** [ ]  Yes [ ]  No |
| **Kiwisaver:** |  |
| If you have joined KiwiSaver since leaving Citycare you need to provide a KS2 [KiwiSaver deduction form](http://www.ird.govt.nz/forms-guides/number/forms-001-99/ks02-form-ks-employee-deductions.html) (available on IRD website). | Joined KiwiSaver since leaving Citycare? [ ]  Yes [ ]  No**If yes, KS2 included:** [ ]  Yes [ ]  No |
| We need to know if you are on a KiwiSaver holiday or no longer contribute to KiwiSaver. | Do you currently contribute to KiwiSaver? [ ]  Yes [ ]  No |
| **Bank Account:** For your back payment to be paid into a bank account, you need to provide us with photo ID, eg your driver licence, and a bank account statement/image with your name and account number on it. | **Photo ID included (eg driver licence):** [ ]  Yes [ ]  No**Bank account details included:** [ ]  Yes [ ]  No |
| **Signature:** |  |

**Documents:** [ ]  Bank statement/image [ ]  Photo ID [ ]  KS2 [ ]  IR330 [ ]  Marriage Certificate

**Attached** (if applicable) (if applicable) (if applicable)