



Human Resources Division

Schedular Payment Account Details

1. A completed [IR330 Tax Form](#) and [Bank Authority Form](#) must accompany this request (unless already held by Payroll Services) – the Tax Code required is “WT”.
2. Non Resident Contractors do not need to complete an IR330 form unless they have a NZ IRD number. In general, they are not required to have an IRD number and withholding tax will be deducted automatically unless an IRD exemption certificate is produced. A Contract for Services contract may be required – check with your Divisional HR Manager or the Payroll Manager.

Department Must Complete:

Charged to (code):

GL _____ % to be charged to

_____ % to be charged to

PL _____ % to be charged to

_____ % to be charged to

(Please ensure that the appropriate dissection of this account code is open on Finance One and is valid for wage payments to be drawn against).

☐

Please tick if this is a Non Resident Contract payment (see note 2 above).