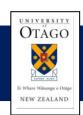
HR Office use only



## Human Resources Division Schedular Payment Request Form Requiring Schedular Tax Deductions

This form is for people who are not employees but require a payment under schedular payment tax regulations.

Name		Date of Request	
Employee Number		Department	
Contact Phone Number		Nature of Work	
Address		Date of Birth	
Period Covered	From:	То:	
Agreed Fee			
Charged to (code)			
GL / PL			
Payee Signature			Date:
Supervisor Signature			Date:
Head of Department Signature (or other person with formal delegated authority) Name (please print)			Date:
Designation			
Reason for Payment			
Please tick if this is a Non-Resident Contract payment (see note 3 below)			

## Notes

- 1. This payment will be paid into your bank account, please provide bank details.
- 2. A completed IR330c Tax Form and Bank Authority Form must accompany this request or already held by Payroll Services the Tax Code required is "WT".
- 3. Non Resident Contractors do not need to complete an IR330c form unless they have a NZ IRD number. In general, they are not required to have and IRD number and schedular tax will be deducted automatically unless an IRD exemption certificate is produced. A contract for services contract may be required check with your HR Divisional Manager or the PayrollManager.
- 4. IRD information on tax on schedular payments here.