



Human Resources Division Schedular Payment Request Form Requiring Schedular Tax Deductions

HR Office use only

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:	To:	
Agreed Fee			
Charged to (code)			
GL / PL _____			_____ %
_____			_____ %
<i>(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).</i>			
Payee Signature		Date:	
Supervisor Signature		Date:	
Head of Department Signature <i>(or other person with formal delegated authority)</i>		Date:	
Name (please print)			
Designation			
Reason for Payment			
Please tick if this is a Non-Resident Contract payment (see note 3 below)			
Notes			
<ol style="list-style-type: none"> 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 Payroll Manager. 4. IRD information on tax on schedular payments here. 			