Inland Revenue
Te Tari Taake

New employee details

When to complete this form

You must complete this form for any new employee(s) who start working for you and send it to us either:

- before their first pay day; or
- with the *Employment Information (IR348)* form that includes their first pay.

Details you need to include

- **KiwiSaver status** - check with your employee and use the relevant status from the list below for your employee:
  - Active member
  - Non-member
  - Not eligible
  - Opted out
  - Savings suspension (formerly known as Contribution holiday)
- **Tax Code** - use the code provided by your employee on their *Tax code declaration (IR330)*
- **Address details**
- **Date of birth** (if you hold this).

You can download additional copies of the IR346 form from our website. Go to **www.ird.govt.nz** (search keyword: IR346).

Manage all your Inland Revenue matters securely online with a myIR account. Go to **www.ird.govt.nz/myIR** to find out more.

Send your completed forms to:

Inland Revenue, PO Box 39090, Wellington Mail Centre, Lower Hutt 5045

| **Employer Name** | | **Employer IRD number** | |

Employee Name		Date of Birth (if held)	(D D M M Y Y Y Y)
First name(s)		IRD number	
Surname			
Email Address		KiwiSaver Status	
Physical Address		Tax Code	
Street address			
Suburb	City	Postcode	

Employee Name		Date of Birth (if held)	(D D M M Y Y Y Y)
First name(s)		IRD number	
Surname			
Email Address		KiwiSaver Status	
Physical Address		Tax Code	
Street address			
Suburb	City	Postcode	

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Surname			
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Street address			
Suburb	City	Postcode	

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	First name(s)		
	Surname	IRD number	
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Physical Address		Tax Code	
	Street address		
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	Surname	IRD number	
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