**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](mailto: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:** | |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  | |
| **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)