

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.

Date of Request

Identification Number

Pay (Dr, Mr, Ms, Mrs, Miss):

Department:

Status/Occupation:

Period Covered (Inclusive): From To

Agreed Fee

Charged to (code):	GL	_____ . _____ . _____ . _____ . _____	_____ %
		_____ . _____ . _____ . _____ . _____	_____ %
	PL	_____ . _____ . _____ . _____ . _____	_____ %
		_____ . _____ . _____ . _____ . _____	_____ %

(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).

Payee Signature

Supervisor Signature

Head of Department Signature:
(Or other person with formal delegated authority)

Name *(please print)*

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 IR330 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 IR330 form unless they have a NZ IRD number. In general, they are not required to have an 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.