



To the employer:

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.....
.....

Return the completed form to:

.....
.....
.....

In this form we (the Ministry of Social Development or our Contracted Service Provider) ask for employment and earnings information about the person named below. They have given us permission to get this information from you so we can work out if they qualify for any help from us. We may share the information you give us on this form with them.

Please complete this form and send it back to us by
Day Month Year

Please contact me if you have any questions.

Thank you.

MSD staff member's name:

Phone number () Fax number ()

Email address

Person's details

Client number

| |

Person's full name

First and middle names

Surname or family name

Date of birth

Day Month Year

Written permission

I give the Ministry of Social Development (or my Contracted Service Provider) permission to get my information from the employer named above.

Client's signature

Date

Day Month Year

Verbal permission

The person named above has given verbal permission to the Ministry of Social Development (or our Contracted Service Provider) to get their information from the employer named above.

I have explained the information we are asking for in this form

The person is able to confirm this.

Staff member's name

Date

Day Month Year

Employer to complete

Tell us if the person is working for you

1

Is the person currently working for you?

If the person has stopped working temporarily (for example because they are sick) and you are not currently paying them, you should answer "No" for this question.

No

Go to question 2

Yes

Go to question 5

Details if the person no longer works for you

2

What was the last day the person worked for you?

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Day Month Year

3

Why did the person stop working for you?

They were made redundant/laid off.

90 day employment trial ended



Please explain why below

Contract/seasonal work ended



Please explain why below

Other



Please explain why below

4

Did the person get any of the following payments from you when they left?

No

Yes



Please tick the box and write in the amounts

Sick pay

Before tax

After tax

Holiday pay

Termination pay

Redundancy pay

Other

Go to question 8

HOW TO ANSWER Q4:
Holiday pay includes long-service leave payments and **termination pay** includes payments in lieu of notice.

Details if the person still works for you

5

When did the person start working for you?

Day	Month	Year

HOW TO ANSWER Q6:

By full-time, we mean generally working at least 30 hours a week.
By part-time, we mean generally working at least 15 hours a week.

6

What type of work does this person do?

<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Casual
<input type="checkbox"/> Seasonal	<input type="checkbox"/> Self-employed	<input type="checkbox"/> Voluntary

HOW TO ANSWER Q7:

If their income varies week to week, provide an average (for example an average of their last four weeks' pay).

7

How much does the person usually earn each week?

Before tax	After tax
\$ <input style="width: 150px;" type="text"/>	\$ <input style="width: 150px;" type="text"/>

Breakdown of the person's income

8

What has the person been paid, in the last four weeks, or until the date they stopped working for you?

	Week ending	Amount before tax	Amount after tax
1	/ /	\$	\$
2	/ /	\$	\$
3	/ /	\$	\$
4	/ /	\$	\$

HOW TO ANSWER Q8, Q9 AND Q10:

If your payment system can produce the information requested in questions 8, 9 and 10 you can attach a printout.

Please include any payments described in question 4 and/or bonus payments, gratuities, etc.

9

What was the total income you paid this person in the last 52 weeks, or until the date they stopped working for you?

Before tax	After tax
\$ <input style="width: 150px;" type="text"/>	\$ <input style="width: 150px;" type="text"/>

10

What was the total income you paid this person in the last 26 weeks, or until the date they stopped working for you?

Before tax	After tax
\$ <input style="width: 150px;" type="text"/>	\$ <input style="width: 150px;" type="text"/>

HOW TO ANSWER Q11:

Other types of payment include advantages such as free or subsidised goods and services (for example, free food, subsidised accommodation).

11

Did the person receive any other types of payment from you, apart from money, in the last 52 weeks?

No Yes

Please tell us about the types of payment and their value

Type of payment	Value
	\$
	\$
	\$

12

What tax code did the person use for this job?

Signature

- The information I have provided is a true and complete match of the records held in this office.
- I have authority to provide information for this business/company.

Business/company name

Contact person's name

Contact person's telephone number

Contact person's email address

Employer's or delegated person's signature

Date

Day

Month

Year