# New Employee Information Sheet

New employees to complete this sheet to provide information for payroll and other requirements. Please also complete IR330 Tax Code Declaration Form, and KS2 Kiwisaver Deduction Form, and give to Society Treasurer.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| First name: |  | | | | | | | | | | | | | | | | | | |
| Middle name(s): |  | | | | | | | | | | | | | | | | | | |
| Last name: |  | | | | | | | | | | | | | | | | | | |
| Preferred name: |  | | | | | | | | | | | | | | | | | | |
| Date of birth: |  | | | | | | | | | | | | | | | | | | |
| Physical address: |  | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | |
|  | Postcode | | | | | | | | | | | | | | | | | | |
| Email address: |  | | | | | | | | | | | | | | | | | | |
| Mobile phone number: |  | | | | | | | | | | | | | | | | | | |
| Home phone number: |  | | | | | | | | | | | | | | | | | | |
| **Your bank account details for payment of salary / wages** | | | | | | | | | | | | | | | | | | | |
| Bank account name\*: |  | | | | | | | | | | | | | | | | | | |
| Bank account |  |  | - |  |  |  |  | - |  |  |  |  |  |  |  | - |  |  |  |
| **Next of kin or emergency contact:** | | | | | | | | | | | | | | | | | | | |
| Name: |  | | | | | | | | | | | | | | | | | | |
| Relationship: |  | | | | | | | | | | | | | | | | | | |
| Phone number – day: |  | | | | | | | | | | | | | | | | | | |
| Phone number – after hours: |  | | | | | | | | | | | | | | | | | | |
| Signed: |  | | | | | | | | | | | | | | | | | | |
| Date: |  | | | | | | | | | | | | | | | | | | |

*\*Name(s) account is held in*