

# PAYROLL MASTERFILE LOADING FORM

**NOTE:** This form is to be completed for ALL new employees and MUST be accompanied by:

1. A completed, signed (by both employee and CE) Individual Employment Agreement.
2. A completed, signed Vehicle Use Agreement, if driving office vehicles – a Land Transport NZ Driver Check Consent Form is required to be completed
3. A completed, signed IR330, containing a valid IRD No.
4. A copy of all Court Attachment Orders, if applicable.
5. A copy of the employee's bank deposit slip or written bank verification of the employee's account number showing details of the bank account to which the salary/wages are to be credited.

Surname			
First Name(s)			
Preferred Name			
Preferred form of address, eg: Mr/Mrs/Miss/Miss			
Street Postal Address			
Contact Phone Nos	<b>Wk:</b>	<b>Home:</b>	<b>Cell:</b>
Birth date			

Position Name			
Business Unit and Location			
Reports to			
Start Date			
Pay Rate			
Pay Frequency			
Overtime Provisions			
Allowance Entitlements			
Leave Entitlements (1) Holiday			
(2) Sick / Special			

IRD No / Tax Code	<b>IRD No:</b>	<b>Tax Code:</b>
Bank Account No for direct credits	(Deposit slip or statement attached)	
Student Loan (if applicable)		
Child Support Deductions (if applicable)		
Other Deductions (if applicable) (1)		
(2)		

Emergency Contact	
Relationship	
Street Address	
Contact Phone No(s)	<b>Home:</b>
	<b>Work:</b>
	<b>Mobile:</b>

<b>Masterfile Loading Checklist:</b>		<b>Date</b>			<b>Date</b>
(1) Employee ID Allocated			(4) IRD No accepted as valid		
(2) All employee details provided			(5) Vehicle Agreement signed, licence details copied for file		
(3) Contract details verified – original for file			(6) Original Court Attachment Orders sighted and copied for file (if applicable)		