



# New employee opt-out request

KiwiSaver Act 2006

Use this form to opt out if you have been automatically enrolled and you don't want to be a member of KiwiSaver. **Or go to [www.kiwisaver.govt.nz](http://www.kiwisaver.govt.nz) to complete our online form. Please read the notes on the back to help you fill in this form.**

**Section A** **Personal details** Please use **BLOCK LETTERS**

1. Your IRD number           If you don't know your IRD number or you don't have one, call us on 0800 549 472

2. Your name  Mr  Mrs  Miss  Ms  Other

Put a dash to indicate your title

First names

Surname

3. Your postal address

Street number

Street address or PO Box number

Suburb, box lobby or RD

Town or city

Postcode

4. Your contact numbers

Day

Mobile

5. Your email address

If you give an email address you may receive KiwiSaver information by email

6. Bank account details

Bank  Branch  Account number

Suffix

Name of account holder

7. I wish to opt out of KiwiSaver

Signature

Day Month Year

**Section B** **Employment details** Please use **BLOCK LETTERS**

8. Employer's IRD number           If you don't have your employer's IRD number ask them for it or leave it blank.

9. Employer's business name

10. Employment start date

Day Month Year Give this form to your employer or send it to Inland Revenue.

**Section C** **Late opt-out** Please read the notes on the back of this form

11. If your request to opt out is more than eight weeks after you started employment, please give a reason for your late opt-out request.

## This form is for new employees to opt out of KiwiSaver.

You can opt out on or after day 14 and on or before day 56 of starting new employment.

You can't opt out in the first 13 days.

Every time you start new employment, you'll need to opt out again.

### Complete the form then, either:

- give this form to your employer so they can stop deductions immediately (for prompt return of your contributions, your employer can direct refund any KiwiSaver deductions they haven't sent to us), or
- send this form to Inland Revenue—see address below.

### Late opt-out request

We may accept late opt-out applications if:

- your employer didn't give you a KiwiSaver information pack within seven days of starting employment
- we didn't send you an investment statement when we've allocated you to a default scheme
- your employer didn't give you an investment statement (for their chosen KiwiSaver scheme)
- events outside your control meant you couldn't give us your opt-out application within the eight-week time limit
- you chose to opt in or were opted in to KiwiSaver but you did not meet the criteria to (see *Employee information pack (KS 3)* for criteria).

**Note:** Give this form to your employer, or send it directly to Inland Revenue, if you are making a late opt-out application. Your request can only be considered if it's received by Inland Revenue or your employer within three months from the day Inland Revenue receives your first contribution. We will advise you if your opt-out request has been accepted or declined.

When we approve your opt-out request, we'll send you confirmation.

We'll also advise your employer to stop making deductions. Either Inland Revenue or your employer will refund any deductions that have been made.

### Bank account details

We need your bank account details so we can direct credit any KiwiSaver funds we are holding for you to your bank account. If you don't have these details, send the form to us anyway.

You'll find more information in your *Employee information pack (KS 3)* or by going to [www.kiwisaver.govt.nz](http://www.kiwisaver.govt.nz)

## Privacy

Meeting your tax obligations means giving us accurate information so we can assess your liabilities or your entitlements under the Acts we administer. We may charge penalties if you don't.

We may also exchange information about you with:

- some government agencies
- another country, if we have an information supply agreement with them
- Statistics New Zealand (for statistical purposes only).

If you ask to see the personal information we hold about you, we'll show you and correct any errors, unless we have a lawful reason not to. Call us on 0800 549 472 for more information. For full details of our privacy policy go to [www.ird.govt.nz](http://www.ird.govt.nz) (keyword: privacy).

## What an employer should do with this completed form

Send this form to Inland Revenue no later than the next time you're required to send an *Employer monthly schedule (IR 348)* to Inland Revenue at the address below, or you can send the information through ir-File (see [www.ird.govt.nz](http://www.ird.govt.nz) for details about ir-File).

### Please send this completed form to:

**Inland Revenue**  
**PO Box 39090**  
**Wellington Mail Centre**  
**Lower Hutt 5045**

For more information about KiwiSaver go to [www.kiwisaver.govt.nz](http://www.kiwisaver.govt.nz) or call us on 0800 549 472.