

## Employer

**Do not send this form to Inland Revenue.** You must keep this completed IR 330 with your business records for seven years following the last wage payment you make to the employee.

### 1 Your details

First name/s (in full)

Family name

IRD number (8 digit numbers start in the second box. 1 2 3 4 5 6 7 8)

If you don't know your IRD number or you don't have an IRD number, call us on 0800 227 774.

### 2 Your tax code

**You must complete a separate IR 330 form for each source of income**

**Choose only ONE tax code** Refer to the flowcharts on page 2 and then enter a tax code in this circle.

Tax code

If you're a **casual agricultural worker, shearer, shearing shedhand, election day worker**, have a **special tax code** or are receiving **withholding payments**, refer to "Other tax code options" at the top of page 3, choose your tax code and enter it in the tax code circle.

If your tax code is "WT" write your withholding payment activity from page 4 here.

### 3 Your entitlement to work

I am entitled under the Immigration Act 1987 to do the work this tax code declaration relates to because: (Tick the box that applies to you)

I am a New Zealand or Australian citizen

I hold a work permit with conditions permitting this employment

I hold a New Zealand residence permit

I hold a visitor or student permit with conditions permitting this employment

Other entitlement – please specify

If either you or your employer need more information or have any questions about work entitlement, contact the New Zealand Immigration Service on 0508 558 855 or visit their website at [www.immigration.govt.nz](http://www.immigration.govt.nz)

### 4 Declaration

Signature

		2	0		
Day	Month	Year			

**Please give this completed form to your employer.** If you don't complete Questions 1, 2 and 4, your employer must deduct tax from your pay at the no-declaration rate of 45 cents (plus earners' levy) in the dollar. For the no-declaration rate on withholding payments see the table on page 4.

Your answer to Question 3 may provide a defence for your employer if you're not entitled to undertake this employment and your employer is charged with an offence under the Immigration Act 1987.

#### Privacy Act 1993

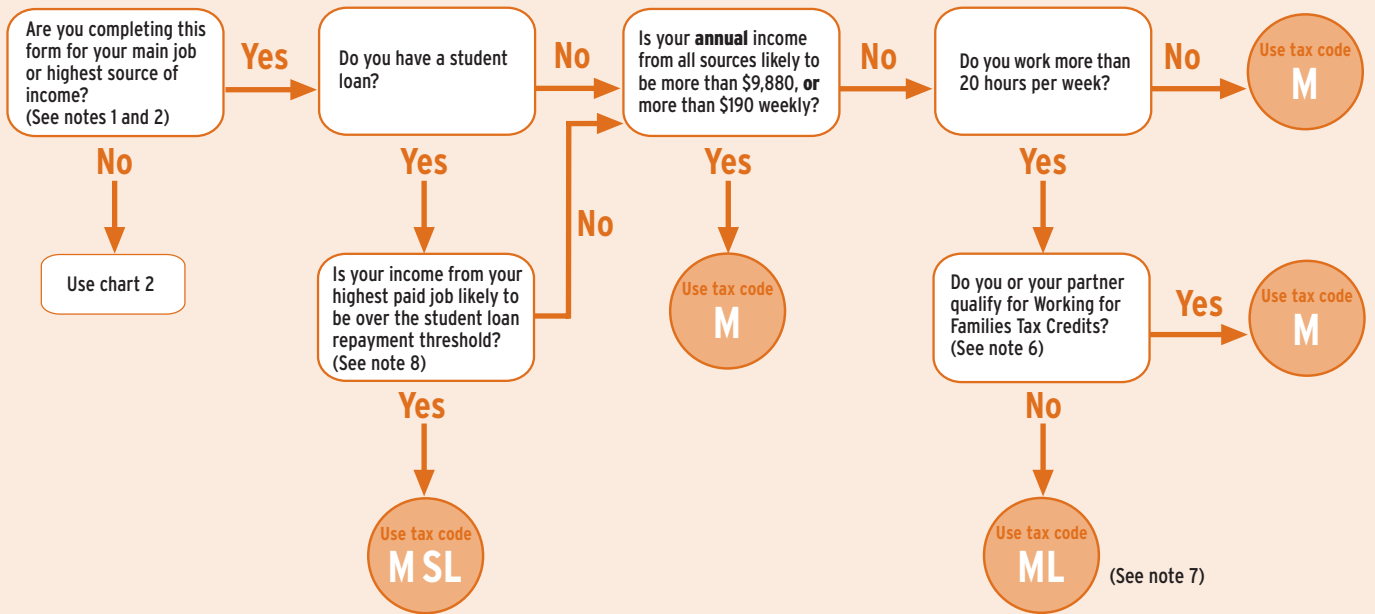
Meeting your tax obligations involves giving accurate information to Inland Revenue. We ask you for information so we can assess your liabilities and entitlements under the Acts we administer. You must, by law, give us this information. Penalties may apply if you do not.

We may exchange information about you with the Ministry of Social Development, Ministry of Justice, Department of Labour, Ministry of Education, Accident Compensation Corporation or their contracted agencies. Information may be provided to overseas countries with which New Zealand has an information supply agreement. Inland Revenue also has an agreement to supply information to Statistics New Zealand for statistical purposes only.

You may ask to see the personal information we hold about you by calling us on 0800 377 774. Unless we have a lawful reason for withholding the information, we will show it to you and correct any errors.

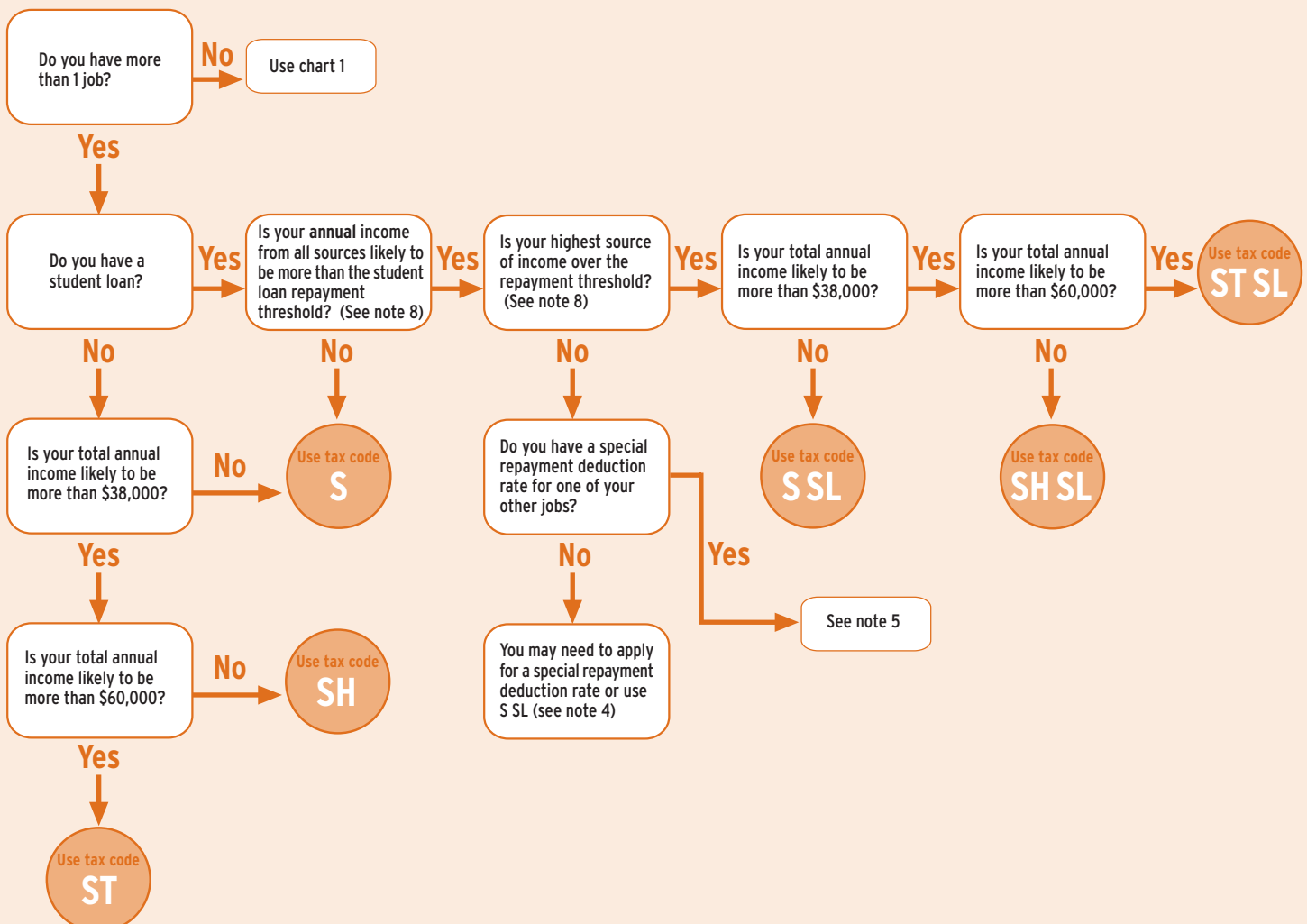
# Choose your tax code

## Chart 1 Use this chart to select your tax code for your main job or highest source of income



**Note** When you've worked out your tax code, enter it in the tax code circle at Question 2 on page 1.

## Chart 2 Use this chart to select your tax code for your second source of income



**Note** When you've worked out your tax code, enter it in the tax code circle at Question 2 on page 1.

## Other tax code options

If you receive any of the following types of income you'll need to use one of the codes below.

**Select one tax code and enter it in the tax code circle on page 1**

**CAE** Enter this code if you're a **casual agricultural worker, shearer, or shearing shedhand** (see note 9 below).

**EDW** Enter this code if you're an **election day worker**.

**STC** Enter this code if you have a *Special tax code certificate (IR 23)* from Inland Revenue. Please attach a copy of the certificate to this declaration form (see note 3 below).

**WT** Enter this code if you're receiving **withholding payments**—this is for contract work, not for salary or wages. You'll also need to find your withholding payment activity (see page 4).

## Notes to help you complete this form

1. **"Source of income"** means income such as salary, wages, a benefit, accident compensation payments, New Zealand Superannuation or a student allowance.
2. If you receive a **benefit** (other than New Zealand Superannuation) it will be considered your highest source of income and will automatically have a tax code of **"M"**. **You must use chart 2 to select your tax code for your second source of income.**
3. A **special tax code** is a tax deduction rate worked out to suit your individual circumstances.  
You may want to get a special tax code if the regular tax codes will result in you paying either not enough or too much tax. This may happen if you have a rental property, business losses, or income that doesn't have tax deducted before you receive it. If you're not sure, call us on 0800 227 774 to see if a special tax code is suitable.  
You can get a *Special tax code/student loan special repayment deduction rate application (IR 23BS)* from [www.ird.govt.nz](http://www.ird.govt.nz) or by calling our automated phone service, INFOexpress on 0800 257 773. Please have your IRD number handy.
4. As shown in chart 2, if you choose S SL as your tax code, you may pay more towards your student loan than is required. To help prevent you under or overpaying your student loan we recommend that you apply for a special repayment deduction rate. You can get a *Special tax code/special repayment deduction rate application (IR 23BS)* from our website or by calling INFOexpress on 0800 257 773. For more information about special repayment deduction rates visit [www.ird.govt.nz/studentloans](http://www.ird.govt.nz/studentloans)
5. We can only issue one special repayment deduction rate/special tax code per person, if you already have one you'll need to contact us on 0800 277 774 so we can recalculate your deduction rate and **advise you of the correct tax code to use for this job.**
6. **Working for Families Tax Credits** is financial help for families who have children aged 18 or under who are not financially independent. How much you can get depends on:
  - how many children you have
  - how much you and your partner earn (your total family income)
  - where you get your income from.For more information about Working for Families Tax Credits call us on 0800 227 773.
7. If you're **under 19 and still at school**, you must use the "M" tax code for your income.
8. If you need to know the **student loan repayment threshold**, visit [www.ird.govt.nz/studentloans](http://www.ird.govt.nz/studentloans) or call us on 0800 377 778.
9. **Casual agricultural workers** are persons engaged in casual seasonal work on a day-to-day basis, for up to three months.
10. You'll need to **change your tax code** if your circumstances change during the year. For example:
  - you decrease your hours at a second job, or
  - you repay your student loan.If this happens ask your employer for another *Tax code declaration (IR 330)*, fill it out and hand the completed form back to your employer.
11. If you're required to pay **child support** and you'd like it deducted directly from your salary or wages, please call us on 0800 221 221 and we'll arrange with your employer to have these deductions made for you.

**Note** If you need help choosing your tax code please visit [www.ird.govt.nz](http://www.ird.govt.nz) or call us on 0800 227 774.

## Rate of tax deductions from withholding payments

Withholding payments are made to people who are **employed under a contract for service**. These payments are taxed at flat rates. If you're doing any of the types of work listed below on contract, enter the activity name in the box at Question 2 on page 1.

**Your tax code will be "WT"**, which means you'll be required to file an **IR 3** tax return at the end of the financial year.

Activity	Normal tax rate	Rate if no tax code declared
Agricultural contracts for maintenance, development, or other work on farming or agricultural land	15c	30c
Agricultural, horticultural or viticultural contracts by companies and other contractors, including supply of labour, for pruning and/or thinning of fruit trees or vines, and picking and/or packing of fruit or grapes	15c	30c
Apprentice jockeys or drivers	15c	30c
Cleaning office, business, institution, or other premises (except residential) or cleaning or laundering plant, vehicles, furniture etc	20c	35c
Commissions to insurance agents and sub-agents, and salespeople	20c	35c
Company directors' (fees)	33c	48c
Contracts wholly or substantially for labour only in the building industry	20c	35c
Demonstrating goods or appliances	25c	40c
Entertainers (New Zealand resident only) such as lecturers, presenters, participants in sporting events, and radio, television, stage and film performers	20c	35c
Examiners (fees payable)	33c	48c
Forestry or bush work of all kinds, planting, sowing or gathering vegetables, or flax planting or cutting	15c	30c
Freelance contributions to newspapers, journals etc (articles, photographs, cartoons etc) or for radio, television or stage productions	25c	40c
Gardening, grass or hedge cutting, or weed or vermin destruction (for an office, business or institution)	20c	35c
Honoraria (including payments to mayors, chairpersons and members of council, boards of trustees, boards, committees and official clubs or societies)	33c	48c
Modelling	20c	35c
Non-resident contractors <sup>1</sup> :		
- work in respect of construction, installation, assembly and similar projects	15c	30c
- professional or technical services for such projects	15c	30c
- hire of equipment or personnel (other than as employees)	15c	30c
Non-resident contractor companies <sup>1</sup>	15c	20c
Non-resident entertainers and professional sportspeople visiting New Zealand <sup>2</sup>	20c	N/A
Payments for:		
- caretaking or acting as a watchman	15c	30c
- mail contracting	15c	30c
- milk delivery	15c	30c
- refuse removal, street or road cleaning	15c	30c
- transport of school children	15c	30c
Proceeds from sales of:		
- eels (not retail sales)	25c	40c
- greenstone (not retail sales)	25c	40c
- sphagnum moss (not retail sales)	25c	40c
- whitebait (not retail sales)	25c	40c
- wild deer, pigs or goats or parts of these animals	25c	40c
Sharefishing (on contract for the supply of labour only)	20c	35c
Shearing or droving	15c	30c
Television, video or film: on-set and off-set production processes (New Zealand residents only)	20c	35c

<sup>1</sup> Applications for exemption certificates or enquiries about non-resident contractors should be sent to:  
**Team Leader, Non-resident Contractors Team, Large Enterprises Assistance, Private Bag 39984, Wellington Mail Centre, Lower Hutt 5045, New Zealand. Phone 64 4 890 3056 Fax 64 4 890 4510**

<sup>2</sup> The following may be entitled to exemption from tax:

- non-resident entertainers taking part in a cultural programme sponsored by a government or promoted by an overseas non-profit cultural organisation
- non-resident sportspeople officially representing an overseas national sports body.

Send applications for exemption to:  
**Team Leader, Non-resident Entertainment Unit, Large Enterprises Assistance, PO Box 5542, Wellesley Street, Auckland 1141, New Zealand. Fax 09 377 1159**

**Note** If you need help choosing your tax code please visit [www.ird.govt.nz](http://www.ird.govt.nz) or call us on 0800 227 774.