

MEETING YOUR employer obligations for KiwiSaver



I have a **new employee who is not in KiwiSaver – Auto Enrol**

Within seven days of the new employee starting work:

- Determine if your employee is eligible to enrol in KiwiSaver.
- Provide them with KiwiSaver information supplied by Inland Revenue (KS3, KS2, KS10).
- If you have selected a preferred scheme provider, you will also need to provide your employee a copy of that scheme's product disclosure statement.
- Start deductions from the employee's first pay. Employees must contribute a minimum of 3% of their gross salary or wages, but they can pay 4%, 6%, 8% or 10% - they can tell you this by completing a KS2.
- Start making compulsory employer contributions and pay ESCT (employers are generally required to contribute 3% of an employee's before tax pay).
- Send details of the employee's contributions when you file **Employment information** each payday.
- Send Inland Revenue a **New employee and KiwiSaver details - IR346K** form.

I have a **new employee who is already in KiwiSaver**

- Start deductions from the employee's first pay. Employees must contribute a minimum of 3% of their gross salary or wages, but they can pay 4%, 6%, 8% or 10% - they can tell you this by completing a KS2.
- Start making compulsory employer contributions and pay ESCT (employers are generally required to contribute 3% of an employee's before tax pay).
- Send details of the employee's contributions when you file **Employment information** each payday.

I have a **new employee who is already in KiwiSaver and they told me they don't need to make KiwiSaver contributions**

- Ask to see a copy of your employee's savings suspension letter from Inland Revenue.
- If your employee is over 65 and is eligible to withdraw their KiwiSaver, they may elect to cease contributions - ask them to complete a KS51. You can also cease employer contributions.
- If they don't have either of the above, or the savings suspension has expired, start making deductions until they can show you these.

I have a **new employee I've auto-enrolled but they want to opt-out of KiwiSaver**

- Continue the auto-enrolment process and start making deductions.
- Give your employee a KS10 and direct them to our website if they want more information. The completed form needs to be sent to Inland Revenue.
- Once they give you a completed KS10, send it to Inland Revenue. You can then refund any contributions deducted but not yet sent and Inland Revenue will refund any contributions already received.

I have an **existing employee who wants to join KiwiSaver**

- Determine if your employee is eligible to enrol in KiwiSaver.
- Provide your employee with KiwiSaver information supplied by Inland Revenue (KS3 and KS2).
- If you have selected a preferred scheme provider, you will also need to provide your employee a copy of that scheme's product disclosure statement.
- Get your employee to complete a KS2.
- Start deductions from the employee's first pay. Employees must contribute a minimum of 3% of their gross salary or wages, but they can pay 4%, 6%, 8% or 10% - they can tell you this by completing a KS2.
- Start making compulsory employer contributions and pay ESCT (employers are generally required to contribute 3% of an employee's before tax pay).
- Send details of the employee's contributions when you file your **Employment information** each payday.

I have an **existing employee who said they aren't in KiwiSaver but they are**

- Start deductions from the employee's next pay. Employees must contribute a minimum of 3% of their gross salary or wages, but they can pay 4%, 6%, 8% or 10% - they can tell you this by completing a KS2.
- Start making compulsory employer contributions and pay ESCT (employers are generally required to contribute 3% of an employee's before tax pay).
- Send details of the employee's contributions when you file **Employment information** each payday.

I have an **existing employee who is in KiwiSaver but has told me they are on a savings suspension**

- Ask to see a copy of their savings suspension letter from Inland Revenue.
- If they don't have one or it has expired - keep making deductions until they can show you a valid savings suspension letter.
- Direct your employee to Inland Revenue's website to get the form to apply for a savings suspension.

I have an **existing employee who wants to change their employee contribution rate**

- They can tell you this directly by completing a KS2, or by contacting their KiwiSaver scheme provider or by submitting a contribution rate change using myIR. We will send you a letter with the list of contribution rate changes requested through scheme providers and myIR on a weekly basis.
- Start making deductions from the employee's next pay using the new contribution rate. Note: your employees can request as many rate changes as they like but you are not required to make a change more than once every 3 months unless you agree to a shorter timeframe.
- Send details of the employee's contributions when you file **Employment information** each payday.

I don't know if my employee is in KiwiSaver or not

- Double-check the KS2 the employee gave you when they started working for you.
- Ask the employee.



For more information, go to ird.govt.nz/kiwisaver