Inland Revenue
Te Tari Taake

KIWISAVER FOR EMPLOYERS

KiwiSaver
Poua he Oranga

This diagram gives an overview only. For more information go to **ird.govt.nz/kiwisaver**

START HERE

A new employee starts at your business or an existing employee lets you know they want to join

If the employee is a new employee, check the criteria for automatic enrolment. Give them an information pack supplied by Inland Revenue

If the employee is an existing employee, check the KiwiSaver eligibility criteria. Give them an information pack supplied by Inland Revenue

Use their details to complete a **New employee and KiwiSaver details - IR346K** form

Start deductions from the employee's pay. Ask them to complete a **KiwiSaver deductions - KS2** form and use the deduction rate selected. Keep this form for your records

You're required to contribute to your employee's KiwiSaver account. This is equal to 3.5% of your employee's gross salary or wages

Your employer contributions are liable for employer superannuation contribution tax (ESCT). For more information go to **ird.govt.nz/esct**

A new employee can opt out by completing the **Opt-out request - KS10** form. They can give you this form after two weeks and before the end of the 8th week of starting with you

If the employee opts out, you can adjust your employment information and refund any deductions that haven't been sent to Inland Revenue

Send the IR346K and KS10 forms to Inland Revenue with your employment information

Include net amount of employer contributions and the ESCT on your employment information

Inland Revenue passes contributions to your employee's scheme provider

Employees can ask you to stop or reduce KiwiSaver deductions by showing you a savings suspension or temporary rate reduction letter issued by Inland Revenue

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