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| Finance form |  | Title: Guest Speaker (Lecturer) Form |  | Version: 10-11-2020 |
| 139 Carrington Road, Private Bag 92 025 Auckland, New Zealand Phone (649) 815 4321, Fax (649) 815 2901 |
| **GUEST SPEAKER** |
| **Name:**  |
| **Address:**  |
| **Mobile No:**  |  | **Email Address:**  |
| **I was a speaker on:** |  |  |
| **Date:**  |
| **Class:**  |
| **Subject:**  |
| **Hourly rate: $** |  **Length of Session:**  |  | *(Hours)* |
| **IRD Number:**  | /  | /  | **OR** | **GST Number (if registered)**  |  | / |
| **Date:**  |  |  |  | **Signed:**  |
| **An IR330C has been completed and is attached for withholding tax** |
| (if not already supplied in this financial year). |
| (Not required if payment is to an Incorporated Company) |
| **Please attach a bank document stating your bank name (logo), bank account number and bank account name. This document could be a deposit slip, a bank statement, a letter from the bank or a screenshot from internet banking.** |
| **I authorise Unitec New Zealand Limited to deposit my fee to the following bank account.** |
| **Bank Account Name: *(please print)***  |
| **Please sign and date your acceptance of the terms and conditions of this agreement.** |
| **Date:**  |  |  |  | **Signed:** |  |
| **HEAD OF SCHOOL / MANAGER TO COMPLETE:** |
| I authorise a Gross Payment of: $ |  |  |  |  | (incl. GST if applicable) for the speaker above |
| To be charged against: |  |  |  |  |  |  |  |
| GL Code: |  | Dept.Code |  | Project/Product Code |  |  |
| **Name:**  |  |  |  | **Signatures:**  |
| **Head of School/Manager with appropriate delegated financial authority** |
| **Accounts Dept. Only** |
| **Name:**  |  |  |  |  | Gross Payment |  |  |
| **Requestor or Business Administrator** |  |  |  | Less %WHT |  |
|  |  |  |  |  | Sub Total |  |  |
| This form (in lieu of PO) to be forwarded to Accounts with invoice, if applicable | Add GST |  |  |
| (i.e. if GST registered and/or incorporated company) |  |  | Total to Speaker |  |
|  |  |  |  |  | Entered inSpreadsheet |  |  |
|  |  |  |  |  |  |  |  |
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