|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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 in  Spreadsheet |  |  |
|  |  |  |  |  |  |  |  |
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