

IN ORDER THAT THIS CLAIM CAN BE EXPEDITED CORRECTLY AND PROMPTLY, PLEASE

- **complete ALL sections** in full;
- **print** clearly;
- **sign** the form;
- **attach** all supporting documents and
- **email** above to *Evangeline Tan* @ etan@unitec.ac.nz

(1) Associate Teacher & Practicum Details

Associate Teacher First Name		Associate Teacher Surname	
NZ Teachers Council Registration No.		IRD No.	
Name of Centre			
Name of Student			
Practicum Dates			

(2) Personal Address Details

Postal Address				
Suburb		Town/ City		Postcode
Email Address				

(3) Bank Details

Name of Account Holder														
Name of Bank						Branch								
Account Number														

(4) Signature

I have completed and attached an IR330C form .	<input type="checkbox"/> Yes
I have attached a machine-printed document showing my name, bank account no. and bank name/logo . This can be a screenshot of a bank deposit slip, a letter/printed slip from your bank or bank statement or a mobile phone banking app.	<input type="checkbox"/> Yes

- (A) I confirm my acceptance of the following terms and conditions of this practicum placement:
- At all times throughout this practicum placement and after its completion, I shall
 - keep all Unitec information confidential;
 - not directly or indirectly use or disclose to any other person, any knowledge or confidential information concerning Unitec;
 - upon request by Unitec, return to Unitec, all documents, disks, records and information of any description concerning Unitec.
 - If I am required by law to disclose any information concerning Unitec, I shall immediately and prior to such disclosure, advise Unitec.
 - The above confidentiality obligations shall survive termination or cancellation of this practicum placement.
 - Nothing concerning this practicum placement shall be construed as creating an employment relationship between Unitec and myself.

(B) I confirm that all details given are true and correct.

(C) I authorise Unitec Institute of Technology to deposit my payment to the above-mentioned bank account.

Signature		Date	
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For Office Use

Payment is authorised for:	Gross Amount \$234.00	Nett Amount (after tax) \$187.20	Charge to ECE code:	245300 41CD
Authorised by <i>(In signing this form, I confirm I have the appropriate Delegated Financial Authority to authorise payment.)</i>	Sue Emerson HoS, Community Studies		Date:	
Checked by Professional Experience Administrator (Early Childhood Education)	Evangeline Tan (Ext 8491)		Date	

Use this form if you're a contractor receiving schedular payments.

If you're receiving salary or wages as an employee, you'll need to use the **Tax code declaration - IR330** form.

If you receive schedular payments you will receive an invoice for your ACC levies directly from ACC.

Once completed:

Contractor Give this form to the person paying you.

Payer Do not send this form to Inland Revenue. You must keep this completed IR330C with your business records for seven years following the last schedular payment you make to the person or entity.

1. Your details

Full Name

IRD number (8 digit numbers start in the second box.

If you don't have:

- your IRD number you can find it in myIR or on letters or statements from us.
- an IRD number go to ird.govt.nz/irdnumber to find out how to apply for one.

2. Your tax rate

You must complete a separate **Tax rate notification for contractors - IR330C** for each source of contracting income

Refer to the flowchart on page 2 and enter your tax rate to one decimal point here. %

Refer to the table on page 3 and enter your schedular payment activity number here.

Your tax code will always be: **WT**

3. Declaration

Name

Designation or title (if applicable)
Associate Teacher
For example, director, partner, executive office holder, manager, duly authorised person

Signature
Day Month Year

Give this completed form to your payer. If you don't complete sections 1 and 3 your payer must deduct tax from your pay at the no-notification rate of 45%, except for non-resident contractor companies where it's 20%.

Privacy

[RESET FORM](#)

Meeting your tax obligations means giving us accurate information so we can assess your liabilities or your entitlements under the Acts we administer. We may charge penalties if you don't.

We may also exchange information about you with:

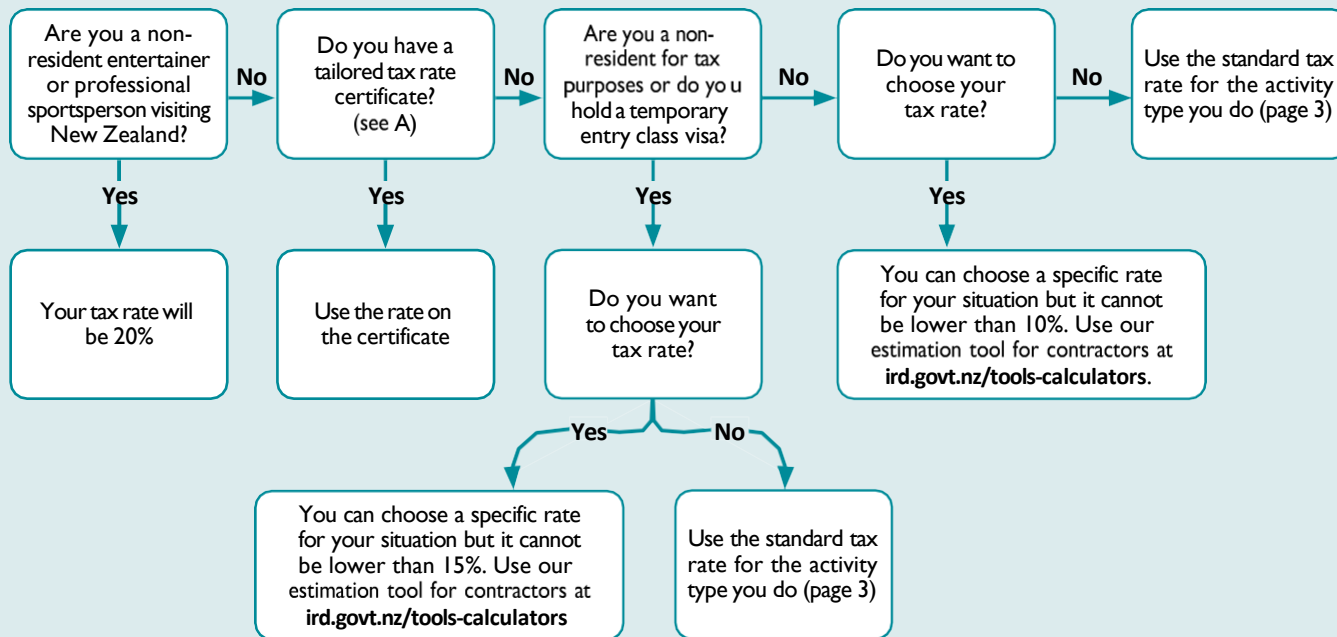
- some government agencies
- another country, if we have an information supply agreement with them
- Statistics New Zealand (for statistical purposes only).

If you ask to see the personal information we hold about you, we'll show you and correct any errors, unless we have a lawful reason not to. Contact us on 0800 377 774 for more information. For full details of our privacy policy go to ird.govt.nz/privacy

Schedular payments are payments made to people who are not employees but are contractors. This includes independent contractors, labour-only contractors and self-employed contractors. You're receiving schedular payments if you're not an employee and the type of work you're receiving a payment for is an activity listed on page 3.

If you aren't ordinarily required to have tax deducted from payments you receive you can choose to have tax deducted. This will be treated as schedular payments, if the person paying you agrees. You will need to get their agreement in writing.

Use the flow chart below to work out what tax rate to use



If you have a tailored tax rate (TTR) enter this on page I and show your original TTR certificate to your payer.

A TTR is a tax rate worked out to suit your individual circumstances. You may want a TTR if the minimum tax rate that applies to you will result in you paying too much tax. For example, if you have business expenses that will lower the amount of tax you need to pay on your income. You can apply for a tailored tax rate in myIR or by completing a **Tailored tax code application - IR23BS** form which you can download at ird.govt.nz/forms-guides

If you're a non-resident contractor the application process is different. For more information see ird.govt.nz/apply-for-exemption-nr-contractor

B If you don't want tax deducted from your schedular payments, you may be able to apply for a certificate of exemption (COE) in myIR or by completing the **Request for PAYE exemption on schedular payments - IR332** form on our website.

If you're a resident contractor paid by a labour hire business under a labour hire arrangement you cannot use a COE for these payments. You may be able to apply for a 0% tailored tax rate instead. You can complete an IR23BS in myIR.

For more information see ird.govt.nz/coe-schedular-payments

Non-residents

You can apply for a non-resident contractor certificate of exemption in myIR using the tailored tax code application.

Send a secure mail with your enquiries about non-resident contractors in myIR or contact us: Phone +64 4 832 5244.

Additionally, the following may be entitled to an 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 sports people officially representing an overseas national sports body.

Send a secure mail with your enquiries in myIR or contact us: Phone: +64 9 984 4329.

Additional countries can now call us for free from Australia, Canada, United States of America, China, Hong Kong Special Administrative Region, South Korea and United Kingdom. Visit ird.govt.nz to view the Overseas customers – toll free numbers.

Non-resident entertainers

The following may be entitled to an 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 sports people officially representing an overseas national sports body.

For more information see ird.govt.nz/nr-entertainers

You can contact us by email at nr.entertainers@ird.govt.nz or phone +64 9 984 4329

Schedular payment tax rates

If you are receiving payment for any of the types of work listed below, enter the activity number in the box at section 2 on page 1. The description below may not include all activities. For a more detailed description see schedule 4 of the Income Tax Act 2007. You'll generally be required to complete an income tax return at the end of the tax year.

Activity number	Activity description	Standard tax rate – %	No-notification rate – %
1	ACC personal service rehabilitation payments (attendant care, home help, childcare, attendant care services related to training for independence and attendant care services related to transport for independence) paid under the Injury Prevention and Rehabilitation Compensation Act 2001	10.5	45
2	Agricultural contracts for maintenance, development, or other work on farming or agricultural land (not to be used where CAE code applies)	15	45
3	Agricultural, horticultural or viticultural contracts by any type of contractor (individual, partnership, trust or company) for work or services rendered under contract or arrangement for the supply of labour, or substantially for the supply of labour on land in connection with fruit crops, orchards, vegetables or vineyards	15	45
4	Apprentice jockeys or drivers	15	45
5	Cleaning office, business, institution, or other premises (except residential) or cleaning or laundering plant, vehicle, furniture etc	20	45
6	Commissions to insurance agents and sub-agents and salespeople	20	45
7	Company directors' (fees)	33	45
8	Contracts wholly or substantially for labour only in the building industry	20	45
9	Demonstrating goods or appliances	25	45
10	Entertainers (New Zealand resident only) such as lecturers, presenters, participants in sporting events, and radio, television, stage and film performers	20	45
11	Examiners (fees payable)	33	45
12	Fishing boat work for profit-share (supply of labour only)	20	45
13	Forestry or bush work of all kinds, or flax planting or cutting	15	45
14	Freelance contributions to newspapers, journals (eg, articles, photographs, cartoons) or for radio, television or stage productions	25	45
15	Gardening, grass or hedge cutting, or weed or vermin destruction (for an office, business or institution)	20	45
16	Honoraria	33	45
17	Modelling	20	45
18	Non-resident entertainers and professional sportspeople visiting New Zealand	20	N/A
19	Payment by a labour hire business to any person (eg individual, partnership, trust or company) performing work or services directly for a client of the labour hire business or a client of another person, under a labour hire arrangement	20	45
20	Payments for: – caretaking or acting as a guard – mail contracting – milk delivery – refuse removal, street or road cleaning – transport of school children	15	45
21	Proceeds from sales of: – eels (not retail sales) – greenstone (not retail sales) – sphagnum moss (not retail sales) – whitebait (not retail sales) – wild deer, pigs or goats or parts of these animals	25	45
22	Public office holders (fees)	33	45
23	Shearing or droving (not to be used where CAE code applies)	15	45
24	Television, video or film: on-set and off-set production processes (New Zealand residents only)	20	45
25	Voluntary schedular payments	20	45
	If you are a non-resident contractor receiving a contract payment for a contract activity or service and none of the above activities are applicable, then:		
26	Non-resident contractor (and not a company)	15	45
27	Non-resident contractor (and a company)	15	20

Note: If you need help choosing your tax rate use the estimation tool at ird.govt.nz/tax-rate-schedular-payments