



Contributions holiday request (employee to complete)

KiwiSaver Act 2006

Use this form to request a contributions holiday. Or go to www.kiwisaver.govt.nz to complete our online form. If you have been a member for less than 12 months and you are experiencing financial hardship, attach an explanation of your situation or call us on 0800 549 472.

Please read the notes on the back to help you fill in this form.

● **Section A** **Personal details** Please use **B L O C K L E T T E R S**

1. Your IRD number

2. Your name Mr Mrs Miss Ms Other
Put a dash to indicate your title

First names

Surname

3. Your postal address
Street number Street address or PO Box number

Suburb, box lobby or RD

Town or city Postcode

4. Your contact numbers
Day Mobile

5. Your email address

If you give an email address you may receive KiwiSaver information by email

6. You may take a contributions holiday for any period between three months and five years. Please indicate how long your contributions holiday is for. Years Months

● **Section B** **Employment details** Please use **B L O C K L E T T E R S**

7. If you want us to tell an employer to stop making KiwiSaver deductions, please enter their details below. If you have other employers who you want us to tell, please attach a list to this form.

Employer's business name

Employer's address
Street number Street address or PO Box number

Suburb, box lobby or RD

Town or city Postcode

Please send this completed form to:

**Inland Revenue
PO Box 1454
Hamilton 3240**

This form is for employees to request a contributions holiday

We will automatically approve your request for a contributions holiday if you have been a member of KiwiSaver for at least 12 months. You can take a contributions holiday for any period between three months and five years. You can take as many contributions holidays as you like while you are a KiwiSaver member. You'll find more information in your KiwiSaver information pack or by going to www.kiwisaver.govt.nz

Financial hardship

If you haven't been a member for at least 12 months but you are experiencing financial hardship, you may be able to apply for a contributions holiday for a minimum of three months. In this case, attach an explanation of your situation or call us on 0800 549 472 to give us details of your situation.

We will advise you when your financial hardship application is accepted or declined.

Contributions holiday approval notice

We will send you a confirmation notice. You can have a holiday from one or all of your employers at the same time. We'll ask the ones you nominate to stop making deductions or you can show them your contributions holiday notice.

You can ask your employer to restart deductions from any income source at any time while you are on a contributions holiday.

Privacy Act 1993

We ask you for information so we can effectively manage your KiwiSaver account under the KiwiSaver and Inland Revenue Acts.

You must, by law, give us this information. Penalties may apply if you do not.

We may also pass on some information about your account to your KiwiSaver scheme provider. You can ask to see the personal information that we or KiwiSaver scheme providers hold about you by calling us on 0800 549 472. Unless we have a lawful reason for withholding the information, we will show it to you and correct any errors.

For more information about KiwiSaver go to www.KiwiSaver.govt.nz or call us on 0800 549 472.