



## **This form is for new employees to opt out of KiwiSaver.**

You can opt out on or after day 14 and on or before day 56 of starting new employment. You cannot opt out in the first 13 days. Every time you start new employment, you'll need to opt out again.

### **Complete the form then, either:**

- give this form to your employer so they can stop deductions immediately (don't do this if the opt-out is late—see below) or
- send this form to Inland Revenue—see address below

### **Late opt-out request**

We may accept late opt-out applications if:

- your employer did not give you a KiwiSaver information pack within seven days of starting employment
- we did not send you an investment statement when we have allocated you to a default scheme
- your employer did not give you an investment statement (for their chosen KiwiSaver scheme)
- events outside your control meant that you could not give us your opt-out application within the eight-week time limit.

**Note:** Send this form directly to Inland Revenue if you are making a late opt-out application. We can only consider your circumstances if we receive your late opt-out request within three months from the date we receive your first contribution. We'll advise you if your opt-out request has been accepted or declined.

When we approve your opt-out request, we'll send you confirmation. We'll also advise your employer to stop making deductions. Either Inland Revenue or your employer will refund any deductions that have been made.

### **Bank account details**

We need your bank account details so we can direct credit any KiwiSaver funds we are holding for you to your bank account. If you don't have these details, send the form to us anyway.

You'll find more information in your KiwiSaver information pack or by going to [www.kiwisaver.govt.nz](http://www.kiwisaver.govt.nz)

### **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.

### **What an employer should do with this completed form**

- stop making deductions from the employee's salary or wages, and
- send this form to Inland Revenue no later than when you are next required to send an *Employer monthly schedule (IR 348)* to Inland Revenue at the address below, or you can send the information through ir-File (see [www.ird.govt.nz](http://www.ird.govt.nz) for details about ir-File).

Inland Revenue  
P O Box 1454  
Hamilton 3240

For more information about KiwiSaver go to [www.kiwisaver.govt.nz](http://www.kiwisaver.govt.nz) or call us on 0800 549 472.