



What employment paperwork needs to be completed?

Legally, there is mandatory paperwork that must be completed when you hire a new employee. This includes:

- Signed employment agreement
- Details and proof of a visa, residency or citizenship
- IR330 tax declaration
- Kiwisaver forms
- Setting up records of wages, time, leave and holidays
- Emergency contact details
- Bank account number for wages (if agreed as the payment method).

If this is your first employee, you must register as an employer with Inland Revenue who will advise ACC. See the Inland Revenue website on how to set up employees, especially as a first time employer.