

Former Employee – Holidays Act Remediation

If you consider you might be entitled to have your leave payments reviewed please complete this form. This is an important step of our verification process and ensures that the information we hold for you is up to date. It safeguards us from making payments to incorrect people and reduces any risk of fraudulent activity. It also ensure that we apply accurate tax calculations and Kiwi Saver deductions where applicable.

Please email the completed form and all requested information to: leaveremediation@lft.org.nz

Former Employee Detail	
Full Name:	
Contact Phone Number:	
Email Address:	
Dates Worked at LFT:	
Banking Details	
Bank Account Details:	
Account Name:	
Tax/IRD Details	
IRD Number:	
Current Tax Code:	
Do you have a student loan?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Kiwi Saver	
Are you a Kiwi Saver member? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, please select your deduction rate below: <input type="checkbox"/> 3% <input type="checkbox"/> 4% <input type="checkbox"/> 6% 8% <input type="checkbox"/> 10%	
OR <input type="checkbox"/> I am on a savings suspension, please don't make a Kiwi Saver deduction <input type="checkbox"/> I am over 65 and do not wish to have a Kiwi Saver deduction made	
Identification	
To ensure payments are processed to the correct person, please attach one of the following to your email. Payment cannot be processes without this identification.	
<input type="checkbox"/> Driver's License (both sides) <input type="checkbox"/> Passport <input type="checkbox"/> Certificate of Citizenship <input type="checkbox"/> Immigration NZ Visa	
Acknowledgement and Consent	
<input type="checkbox"/> Privacy statement read and ticked (on next page)	
Name:	
Signed:	
Date:	

To complete this form, you will be required to upload some documentation which is listed below:

1. Identity Verification

A copy of any one of the following – birth certificate, passport, certificate of citizenship, Immigration New Zealand Visa, driver’s license. If the document has text on both side (e.g. driver’s license), both sides need to be scanned/photographed for it to be accepted.

2. Proof of bank account

A copy of any pre-printed deposit slip or bank statement which includes the full bank account number (bank, branch, account number, and suffix_ and the account holder’s name or a clear screenshot of your internet banking page which shows the account number and name on it.

3. Proof of Name change (if applicable)

Attach documentation showing the name change from when employed by LFT to new, e.g. a marriage certificate or a statutory declaration.

4. Complete Tax code Declaration (IR330 form)

5. Completed Kiwi Saver Member (KS2 form) OR Non-Kiwi Saver Member (KS10 form)

6. If making claim on behalf of another person

Power of Attorney or Evidence of executor of a former employer estate. Please provide all the information requested on this form before you submit it.

Privacy Statement

By providing your personal information in this form, you consent to Laura Fergusson Trust (Wellington) using that information to consider and process your claim. We will not use or disclose personal information collected in this form for any other purpose. If you do not provide the information requested in this form, we may not be able to process your claim.

LFT will take all reasonable steps to protect your personal information from misuse, loss and unauthorised modification or disclosure and will hold your personal information as long as is required for the purpose for which it was collected or for as long as is necessary for LFT to comply with its legal obligations. You have the right to request the disclosure of any personal information LFT holds about you, and to ask for it to be corrected if you think it is wrong.

LFT will disclose personal information held about you to you if it can be readily retrieved, unless there is a good reason (as defined in the Privacy Act 2020) for not doing so, including that disclosure would constitute an unwarranted disclosure of the affairs of another person, or would otherwise breach the law. If you’d like to ask for disclosure of your information, or to have it corrected, please contact us on leaveremediation@lft.org.nz

I have read and understood the Privacy Statement