



Employer monthly schedule amendments

IRD number

(8 digit numbers start in the second box.)

For the period ending

Staple cheque here

Employer's name

Please read the notes on the back of this form. If details for more than three employees need amending for this period, attach additional amendment forms and show the period ending date on each form. Use a separate form for each period that needs amendment.

Employee details		Earnings and/or schedulers payments not liable for ACC earners' levy		PAYE (incl. tax on schedular payments)	Child support deductions	Student loan deductions	KiwiSaver deductions	KiwiSaver employer contributions
(Amounts advised must be for the whole month)		Gross earnings and/or schedular payments						
Original details sent	Full name	Surname <input type="text"/> First name(s) <input type="text"/>	IRD number <input type="text"/>	Tax code <input type="text"/>	<input type="checkbox"/> Tick if lump sum payment made and taxed at lowest rate	<input type="checkbox"/> CS code		
	Employment start and/or finish date	Start <input type="text"/> Day <input type="text"/> Month <input type="text"/> Year <input type="text"/> Finish <input type="text"/> Day <input type="text"/> Month <input type="text"/> Year <input type="text"/>	\$ <input type="text"/> .00	\$ <input type="text"/> .00	\$ <input type="text"/> .	\$ <input type="text"/> .	\$ <input type="text"/> .	\$ <input type="text"/> .
Changed to	Full name	Surname <input type="text"/> First name(s) <input type="text"/>	IRD number <input type="text"/>	Tax code <input type="text"/>	<input type="checkbox"/> Tick if lump sum payment made and taxed at lowest rate	<input type="checkbox"/> CS code		
	Employment start and/or finish date	Start <input type="text"/> Day <input type="text"/> Month <input type="text"/> Year <input type="text"/> Finish <input type="text"/> Day <input type="text"/> Month <input type="text"/> Year <input type="text"/>	\$ <input type="text"/> .00	\$ <input type="text"/> .00	\$ <input type="text"/> .	\$ <input type="text"/> .	\$ <input type="text"/> .	\$ <input type="text"/> .
Original details sent	Full name	Surname <input type="text"/> First name(s) <input type="text"/>	IRD number <input type="text"/>	Tax code <input type="text"/>	<input type="checkbox"/> Tick if lump sum payment made and taxed at lowest rate	<input type="checkbox"/> CS code		
	Employment start and/or finish date	Start <input type="text"/> Day <input type="text"/> Month <input type="text"/> Year <input type="text"/> Finish <input type="text"/> Day <input type="text"/> Month <input type="text"/> Year <input type="text"/>	\$ <input type="text"/> .00	\$ <input type="text"/> .00	\$ <input type="text"/> .	\$ <input type="text"/> .	\$ <input type="text"/> .	\$ <input type="text"/> .
Changed to	Full name	Surname <input type="text"/> First name(s) <input type="text"/>	IRD number <input type="text"/>	Tax code <input type="text"/>	<input type="checkbox"/> Tick if lump sum payment made and taxed at lowest rate	<input type="checkbox"/> CS code		
	Employment start and/or finish date	Start <input type="text"/> Day <input type="text"/> Month <input type="text"/> Year <input type="text"/> Finish <input type="text"/> Day <input type="text"/> Month <input type="text"/> Year <input type="text"/>	\$ <input type="text"/> .00	\$ <input type="text"/> .00	\$ <input type="text"/> .	\$ <input type="text"/> .	\$ <input type="text"/> .	\$ <input type="text"/> .
Original details sent	Full name	Surname <input type="text"/> First name(s) <input type="text"/>	IRD number <input type="text"/>	Tax code <input type="text"/>	<input type="checkbox"/> Tick if lump sum payment made and taxed at lowest rate	<input type="checkbox"/> CS code		
	Employment start and/or finish date	Start <input type="text"/> Day <input type="text"/> Month <input type="text"/> Year <input type="text"/> Finish <input type="text"/> Day <input type="text"/> Month <input type="text"/> Year <input type="text"/>	\$ <input type="text"/> .00	\$ <input type="text"/> .00	\$ <input type="text"/> .	\$ <input type="text"/> .	\$ <input type="text"/> .	\$ <input type="text"/> .
Changed to	Full name	Surname <input type="text"/> First name(s) <input type="text"/>	IRD number <input type="text"/>	Tax code <input type="text"/>	<input type="checkbox"/> Tick if lump sum payment made and taxed at lowest rate	<input type="checkbox"/> CS code		
	Employment start and/or finish date	Start <input type="text"/> Day <input type="text"/> Month <input type="text"/> Year <input type="text"/> Finish <input type="text"/> Day <input type="text"/> Month <input type="text"/> Year <input type="text"/>	\$ <input type="text"/> .00	\$ <input type="text"/> .00	\$ <input type="text"/> .	\$ <input type="text"/> .	\$ <input type="text"/> .	\$ <input type="text"/> .

Employer tax credits claimed (ETC)

	KiwiSaver ETC	Complying funds ETC
Original details sent	\$ <input type="text"/> .	\$ <input type="text"/> .
Changed to	\$ <input type="text"/> .	\$ <input type="text"/> .

(Please provide explanation of changes on back)

Underpayment or overpayment (see notes on back)

Underpayment (please send payment)

- Cheque attached Paid electronically

Overpayment

- Transfer to PAYE period ending
- Transfer to other tax type (complete panel on back)
- Refund

Daytime phone number

Contact person's name (please print)

Declaration I declare that the information given is true and correct.

Signature

Notes

Use this form to tell us about changes that need to be made to an *Employer monthly schedule (IR 348)* you've already sent in. The form can only be used for amendments to one month's details. If changes cover more than one month, please use a separate form for each month.

Alternatively, to correct an *Employer monthly schedule (IR 348)* you have already sent in, call us on 0800 377 772 and we will do it for you.

KiwiSaver employer monthly schedule adjustments

If you are making amendments to KiwiSaver deductions and/or KiwiSaver employer contributions, it is likely that your entitlements for employer tax credits will also change.

Amendments to employee's details

If an amendment is required to an employee's pay details or tax code, please give us their name and IRD number with the original figures or tax codes sent in and what these should be changed to.

Do not use this form to **add a finish date** for an employee. Please do this on your next *Employer monthly schedule (IR 348)*.

If all an employee's details were missed off your monthly schedule, complete the "changed to" lines only. If the missed details are for a new employee, please show their tax code and start date.

We only need to know the figures or tax codes that require changing and the changes that need to be made, so the details we hold match those in your wage records. Please keep details of any amendments as we may need to see them at a later date.

Example

After checking their wage records, an employer notices that Tony Smit was paid an extra \$100 backpay from which \$22.20 PAYE was deducted.

This was paid separately from his normal pay and missed from the employer monthly schedule sent in. An amendment is required to Tony's gross earnings and PAYE details for that month. As the backpay was taxed at the lowest rate, the lump sum payment circle also needs to be ticked.

Underpayment or overpayment of deductions

Use these boxes to work out whether the changes made for this period result in an under or overpayment of deductions.

Original total deductions (A)	\$	<input type="text"/>	:	<input type="text"/>
New total deductions (B)	\$	<input type="text"/>	:	<input type="text"/>
Difference (A-B)	\$	<input type="text"/>	:	<input type="text"/>

Note: We may charge you use of money interest for under payments of \$100 or more.

Underpaid (tick one)
Overpaid

If B is greater than A, the changes result in an underpayment—please attach your cheque for the additional amount to the front of this form or make payment electronically. If A is greater than B, you have overpaid—please show how you want the overpayment treated by ticking one of the circles on the front of this form. If you want the overpayment transferred to another tax type, please complete the panel below detailing the other tax type and period and the amount to be transferred.

Tax type	Period ending	Amount
		\$ <input type="text"/> : <input type="text"/>
		\$ <input type="text"/> : <input type="text"/>
		\$ <input type="text"/> : <input type="text"/>
		\$ <input type="text"/> : <input type="text"/>
		\$ <input type="text"/> : <input type="text"/>

Please provide a brief explanation to support the changes you have made.

Employee details		Gross earnings and/or schedular payments	Earnings and/or schedular payments not liable for ACC earners' levy	PAYE (incl. tax on schedular payments)	Child support deductions	Student loan deductions	KiwiSaver deductions	KiwiSaver employer contributions
(Amounts advised must be for the whole month)								
Original details sent	Full name	Surname: <input type="text" value="Smit"/> First name(s): <input type="text" value="Tony"/>	IRD number: <input type="text" value="123456789"/>	Tax code: <input type="text"/>	<input type="checkbox"/> CS code: <input type="text"/>			
	Employment start and/or finish date	Start: <input type="text"/> Day <input type="text"/> Month <input type="text"/> Year Finish: <input type="text"/> Day <input type="text"/> Month <input type="text"/> Year	\$ <input type="text" value="2,400"/> : <input type="text" value="00"/>	\$ <input type="text"/> : <input type="text"/>	\$ <input type="text" value="488"/> : <input type="text" value="92"/>	\$ <input type="text"/> : <input type="text"/>	\$ <input type="text"/> : <input type="text"/>	\$ <input type="text"/> : <input type="text"/>
Changed to	Full name	Surname: <input type="text"/> First name(s): <input type="text"/>	IRD number: <input type="text"/>	Tax code: <input type="text"/>	<input checked="" type="checkbox"/> Tick if lump sum payment made and taxed at lowest rate <input type="checkbox"/> CS code: <input type="text"/>			
	Employment start and/or finish date	Start: <input type="text"/> Day <input type="text"/> Month <input type="text"/> Year Finish: <input type="text"/> Day <input type="text"/> Month <input type="text"/> Year	\$ <input type="text" value="2,500"/> : <input type="text" value="00"/>	\$ <input type="text"/> : <input type="text"/>	\$ <input type="text" value="511"/> : <input type="text" value="12"/>	\$ <input type="text"/> : <input type="text"/>	\$ <input type="text"/> : <input type="text"/>	\$ <input type="text"/> : <input type="text"/>