

## Former employee – Request for recalculation of Holidays Act payments

You should complete and return this form if you are an eligible former employee at the University and wish to request a recalculation of your Holidays Act payments as part of the University's Holidays Act remediation work. For further details on eligibility criteria, please refer to the FAQs and other information at [www.victoria.ac.nz/holidays-remediation](http://www.victoria.ac.nz/holidays-remediation). Please DO NOT complete and return this form if you are or were employed at the University as at 19 November 2018. For further details of the remediation work that the University is undertaking for current employees please refer to the notice in Victoria News, 12 December 2018.

*\*mandatory fields*

### EMPLOYEE DETAILS

\*First Name (at time of employment) \_\_\_\_\_

\*Surname (at time of employment) \_\_\_\_\_

Have you changed your legal name since working at the University?

Yes  If yes, current name: \_\_\_\_\_

No

University Staff ID number (if known) \_\_\_\_\_  
*This is not required but will help in processing your request*

\*Date of birth \_\_\_\_\_

\*Are you making this request on behalf of another person?

Yes

No

*If yes, please provide full name of the former employee in the above section and your full name below*

Your full name: \_\_\_\_\_

*You must also enclose confirmation of your authority to act on behalf of that person or their estate (e.g. power of attorney or probate).*

### CURRENT CONTACT DETAILS

\*Address \_\_\_\_\_

\*Email address \_\_\_\_\_

\*Preferred form of contact

Email

Post

Phone number \_\_\_\_\_

**PAYMENT DETAILS**

\*IRD Number \_\_\_\_\_

\*Bank Account Details - Number \_\_\_\_\_

Name on account \_\_\_\_\_

**SUPERANNUATION/KIWISAVER DETAILS**

Please tick any superannuation/KiwiSaver scheme you are a contributing member of (if applicable)

KiwiSaver       *If yes, please enclose a completed [KS2 form](#) (available on IRD website)*

GSF               *If yes, provide membership number \_\_\_\_\_*

UniSaver         *If yes, provide membership number \_\_\_\_\_*

**REQUIRED DOCUMENTS**

Please tick to confirm you have enclosed the following documents, where applicable:

- \*Proof of Identity (e.g., copy of biographical page of passport, driver licence, HANZ 18+ card)
- Proof of change in name (if applicable)
- \*Completed and signed [IR330 form](#)
- If you are contributing to KiwiSaver, a completed and signed [KS2 form](#)
- If you are making this request on behalf of another person, confirmation of your authority to act on behalf of that person or their estate

**ACKNOWLEDGEMENT AND CONSENT**

By signing below, I confirm that I am the person named in this request, that the information I have provided is true and correct, and that I agree to Victoria University of Wellington collecting, storing and using this personal information for its Holidays Act remediation process, including where applicable liaising with my superannuation/KiwiSaver scheme provider and/or the Inland Revenue Department, and updating its records with my current contact details.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Once completed, post this form with the required documents to:

Holidays Act Remediation Team  
Level 4 Hunter Building  
Victoria University of Wellington  
PO Box 600  
Wellington 6140

Further information about the University Holidays Act Remediation Project can be found at [www.victoria.ac.nz/holidays-remediation](http://www.victoria.ac.nz/holidays-remediation).

Further information about how the University collects and uses your personal information can be found in the Privacy Notice on the University website ([www.victoria.ac.nz/privacy](http://www.victoria.ac.nz/privacy)), by emailing [privacy@vuw.ac.nz](mailto:privacy@vuw.ac.nz) or calling 0800 VICTORIA (0800 842 867).