



## Holiday Pay Arrears Claim Form

<b>Employment Verification Details</b> This information will be used to match you to existing employee data.	<b>Name Changes</b> If you are claiming in a different name from the one you used while employed with Landcare Research, please complete this section
Claim Reference Number  <i>If we sent you a claim letter, the claim reference number will appear on the top right corner</i>	New First Name:  <i>If it has changed since you were employed at Landcare Research</i>
First Name: <b>required</b>	New Surname:  <i>If it has changed since you were employed at Landcare Research</i> <i>You will need to provide documentation showing the name change from old to new, eg, a marriage certificate, statutory declaration or birth certificate</i>
Surname: <b>required</b>  <i>While employed at Landcare Research</i>	<b>Claiming on behalf:</b>  Tick here if you are claiming on behalf of an employee due to power of attorney or deceased estate. Fill out this form with YOUR details and identity documents
Date of Birth:  <i>By including your date of birth we can process your claim quicker</i>	
<b>Current Contact Details</b> Your address is needed for us to send you the payment letter and payslip	
Preferred Name: Address 1: <b>required</b> City/Town: <b>required</b> Postcode: Country: <b>required</b> Telephone: Email address:	
<b>Payment Details</b> Payment will be into a New Zealand bank account only	
Are you a contributing KiwiSaver member? Yes No <i>If yes, KiwiSaver will be deducted at the current legislative minimum rate</i>	
NZ Bank Account Number: <b>required</b>	
<b>Document attachments</b> Please attach copies of these documents with your claim and tick the boxes to indicate they are attached	
Identity verification- please provide one of the following: <b>required</b> <i>A copy of your birth certificate, passport, NZ driver licence, NZ firearms licence, NZ citizenship certificate, immigration NZ visa, Please note : if your identity document has text on both sides (e.g. drivers licence), both sides must be scanned in order for it to be accepted</i>	
Proof of address: <b>required</b> <i>A recent utility bill, bank letter, rates bill, or letter from IRD</i>	
IR330: <b>required</b> <i>Your tax code, IRD Number and signature</i>	
Special tax certificate: If you have a special tax code	
Proof of name change: <i>As per instructions in the box in the top right-hand corner</i>	
<b>Declaration</b>	
I confirm that I am the person named in this application, and that the details I have provided are true and correct. <b>required</b> Signature: Date:	

Please send your completed form and attachments to either: [hr@landcareresearch.co.nz](mailto:hr@landcareresearch.co.nz) or post to Human Resources, PO Box 69040, Lincoln, Canterbury 7640