

# Want to know more about providing **KiwiSaver** for your employees?

## **What is KiwiSaver?**

KiwiSaver is a voluntary long term savings initiative to help New Zealanders prepare for their retirement.

A number of unique incentives are offered to KiwiSaver members to help them save towards their retirement goals.

## **KiwiSaver benefits for employees**

### **Member Tax Credits**

If a KiwiSaver member mainly lives in New Zealand and is aged 18 or over and contributing to KiwiSaver, the Government will pay a Member Tax Credit to their KiwiSaver account until the member turns 65 or has been a member for 5 years, whichever is the later.

Under current legislation, the Member Tax Credit payable is 50 cents for each \$1 a KiwiSaver member contributes up to a maximum Member Tax Credit of \$521.43 each year. This works out to about \$10 a week. This means that if an eligible member contributes \$1,042.86 or more in the year 1 July to 30 June and is a member for the full year, the Member Tax Credit paid to their KiwiSaver account for the year will be the maximum amount of \$521.43.

### **Compulsory employer contributions**

For eligible KiwiSaver members, employers must make a contribution equal to 3% of each eligible employee's gross salary or wages to KiwiSaver. You will be required to calculate and deduct employer's superannuation contribution tax (ESCT) from that employer contribution.

### **Saving for a first home**

If an employee is thinking about buying their first home (or if they qualify as a second chance home buyer), they may be eligible to withdraw all of their accumulated balance (except \$1000 and any amount transferred from an Australian complying superannuation scheme) after three years of membership (eligibility criteria apply).

Your employee may also be eligible for a KiwiSaver HomeStart Grant. This grant of \$1,000 per year of saving (up to \$10,000 for a newly built home), is administered through Housing NZ (eligibility criteria apply, including that the member must have been a KiwiSaver member who has been regularly contributing for at least 3 years, and including regional house price). See [hnzc.co.nz](http://hnzc.co.nz) for more details.



## The role of employers with KiwiSaver

As an employer you have an important role to play, including making KiwiSaver available to your employees, deducting contributions from employees' salaries or wages (where they are a member of a KiwiSaver scheme) and paying those contributions together with your employer contributions to Inland Revenue. You may be asked questions about KiwiSaver by staff.

## We're here to help

By choosing the Westpac KiwiSaver Scheme as your company's preferred KiwiSaver scheme, we'll provide you with access to a nationwide Westpac KiwiSaver Scheme team, to help you play your role as an employer with KiwiSaver.

## Here's how we can help

We're here to help you and your employees make the most of KiwiSaver. Here are some of the services we offer:

- Presentations to your employees explaining how KiwiSaver works.
- Our Westpac KiwiSaver Scheme team are available by phone, online or in person at around 190 branches nationwide to both you and your staff to help with any questions.
- Financial advice from a Westpac Financial Adviser can be arranged for your employees by free appointment.
- Online banking allows your staff to view their Westpac KiwiSaver Scheme savings balance when it suits them.
- We'll provide you with KiwiSaver information packs and Westpac KiwiSaver Scheme Product Disclosure Statements.

## How is an employee allocated to a KiwiSaver scheme?

There are a number of ways that an employee can become a member of a KiwiSaver scheme:

1. They can choose a KiwiSaver scheme for themselves, and complete the relevant application form for that scheme.
2. If they elect to join or are auto-enrolled into KiwiSaver and do not choose a scheme for themselves they can be placed in the employer's chosen scheme or to a default scheme.
3. If you have not chosen a KiwiSaver scheme for your employees and your employee (when auto-enrolled in or choosing to join KiwiSaver) does not select their own scheme, they will be allocated to one of the nine default KiwiSaver schemes by Inland Revenue.

It's important to know that an employee will always have the right to choose their own KiwiSaver scheme at any time, which they can do by contacting the scheme provider directly.

## How can you choose the Westpac KiwiSaver Scheme?

Three simple steps are all it takes to get your business up and running with the Westpac KiwiSaver Scheme:

1. Complete and sign the Westpac KiwiSaver Scheme Employer Choice form attached at the back of this document and return it to your nearest Westpac branch or post it to PO Box 6088, Wellesley Street, Auckland 1141. Alternatively you can fax it back to us on 09 367 3301.
2. We'll inform Inland Revenue that you have chosen the Westpac KiwiSaver Scheme, and they will send you a confirmation letter.
3. We'll send you a Westpac KiwiSaver Scheme pack, which contains easy to follow information for you and your staff.

For more information and to view the Westpac KiwiSaver Scheme Product Disclosure Statement, visit us in branch, on [westpac.co.nz/kiwisaver](https://westpac.co.nz/kiwisaver) or call us on **0508 972 254**.

BT Funds Management (NZ) Limited (BT) is the scheme provider and manager. Westpac New Zealand Limited is the distributor and The New Zealand Guardian Trust Company Limited (NZGT) is the supervisor of the Westpac KiwiSaver Scheme.

Investments made in the Westpac KiwiSaver Scheme do not represent bank deposits or other liabilities of Westpac Banking Corporation ABN 33 007 457 141, Westpac New Zealand Limited or other members of the Westpac group of companies. They are subject to investment and other risks, including possible delays in payment of withdrawal amounts in some circumstances, and loss of investment value, including principal invested. None of BT Funds Management (NZ) Limited (as Manager), any member of the Westpac group of companies, The New Zealand Guardian Trust Company Limited (as Supervisor), or any director or nominee of any of those entities, or any other person guarantees the Westpac KiwiSaver Scheme's performance, returns or repayment of capital.

KiwiSaver incentives are determined by government policy and legislation and may change in the future.

The material contained in this document is provided for general information purposes only and is not a recommendation or opinion in relation to the Westpac KiwiSaver Scheme. You should not rely solely on information in this document. We recommend that you consult a Westpac Financial Adviser if you or your employees would like advice in relation to the Westpac KiwiSaver Scheme. Disclosure statements for Westpac Financial Advisers are available on request and free of charge from any Westpac Financial Adviser.

The information contained in this document is based on information current at the time of writing (27 May 2016) and sources BT believes to be accurate and reliable at that date. It is subject to changes and government policy and law from time to time (as referred to in the Westpac KiwiSaver Scheme Product Disclosure Statement).

## Choosing the Westpac KiwiSaver Scheme

To get your employees started with the Westpac KiwiSaver Scheme, please sign this form under section 47 of the KiwiSaver Act 2006. It is important that the information you provide is correct, so please ensure that you complete every part accurately.

BT Funds Management (NZ) Limited (BT) agrees to provide access to the Westpac KiwiSaver Scheme for your employees on the terms of the Deed and the Product Disclosure Statement (as amended or updated from time to time) for the Westpac KiwiSaver Scheme.

By signing this form, you agree to select the Westpac KiwiSaver Scheme as your preferred scheme for the purposes of s47 of the KiwiSaver Act 2006. You authorise BT to provide notice to the Commissioner of Inland Revenue (Inland Revenue) in accordance with section 47 (1)(b) of the KiwiSaver Act. Your choice of the Westpac KiwiSaver Scheme will be effective from the date that notice is accepted by the Inland Revenue.

You must verify the identity of each of your employees before they can join the Westpac KiwiSaver Scheme. You agree to provide each new employee with a copy of the Westpac KiwiSaver Scheme Product Disclosure Statement.

All you have to do now is confirm you agree to the terms by signing the form then return it to us.

We agree with and accept the terms of this form and authorise BT to provide notice to Inland Revenue.  
We confirm:

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Employer Payroll IRD Number: \_\_\_\_\_

No. of employees: \_\_\_\_\_

### Authorised signatory – 1

### Authorised signatory – 2

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

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

Print name: \_\_\_\_\_

Print name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

Email: \_\_\_\_\_

Email: \_\_\_\_\_

#### Westpac Staff to complete

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

CRS Number: \_\_\_\_\_

Corporate Number: \_\_\_\_\_

Branch Name: \_\_\_\_\_

Branch Number: \_\_\_\_\_