

Changes to your business information



If you're an employer and making changes to your business, call us on $0800\ 222\ 776$ or complete and return this form.

Section 1 – Your contact d	letails																
ACC number:																	
									1								
IR number:																	
Company or employer name:						·			-								
Postal address:																	
Email address:																	
Phone:	Area code	Business	num	her													
Thorie.	O	busiliess	HUIII	L													
Fax:	Area code	Business	num	ber													
Mobile:	Code			I Mabili						1							
WIODILE.	O			IVIODIL	Mobile number												
Section 2 – No longer emp	nloving any	staff		١													
Section 2 – No longer employing any staff Complete this section if you no longer employ, or are planning to no longer employ, any staff.																	
Date you stopped employing/will stop employing: DD MM YYYY																	
												4					
Complete all the appropriate fields in the following table.																	
		de des		-1													
Earnings calculation from 1 April to the date you stopped employing Total gross payroll											\$						
less total earnings not liable for levies (such as redundancy payments, pensions)																	
												\$	-				
less other payments not liable (such as payments to contractors who meet their own ACC liabilities)											\$	•					
less total excess paid to employees over the maximum*											\$	•					
less payments to staff in first week of injury										\$							
less payments to staff after	first week	of injury,	and	reiml	oursec	l by AC	:C**								\$		
Total															\$		

^{*} You can find the maximum earnings for levies on our website at www.acc.co.nz.

^{**} This only applies to employers with an ACC Employer Reimbursement Agreement.

Section 3 – Changing your business activity

Checklist

Keep a copy of this form for your records.

Complete this section if your business activity (and therefore your classification unit) has changed or will change. You need to complete all the boxes in this section before we can change your business description. In most cases your business activity relates to services your business provides or goods your business produces. Business industry descriptions and codes are listed on www.businessdescription.co.nz. For help call 0800 222 776 Date your business activity changed: New business description: New classification unit/ business industry code: Please explain why you are requesting a change to your business description Section 4 – Your payroll is going to be different in the coming year Complete this section if you believe your current year's estimated liable payroll will change by more than 20% from what is shown on your provisional invoice. Revised estimated liable earnings: Section 5 – You made payments to staff who were injured Complete this section if you made payments to staff for work injuries, or if ACC reimbursed you for payments you made. If you completed section 2 you do not need to complete this section. Payments to staff in the year ending: 0 3 Payments to staff for first week of work injury: Payments to staff after the first week of work injury reimbursed by ACC* * This only applies to employers with an ACC Employer Reimbursement Agreement. Section 6 – Declaration The information on this form is true and correct to the best of my knowledge. I understand that providing false information is a punishable offence under the Crimes Act 1961. I understand that I must pay any ACC invoice that I have received, and that any levy adjustments are at ACC's discretion. I understand that ACC has a right to review my information. I understand that information provided on this form will only be issued to fulfil the requirements of the Accident Compensation Act 2001; and that ACC complies at all times with the Privacy Act 1993 and the Health Information Privacy Code 1994. Your name: Your position: Your signature: Date: DD

Please return to ► ACC Business Service Centre, P O Box 795, Wellington 6140

For assistance ► freephone 0800 222 776, email business@acc.co.nz or freefax 0800 222 003

Please continue to pay any invoices that you have. If there is a difference to your levies ACC will send you either a credit or a debit note.