

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 details

ACC number:

IR number:

Company or employer name:

Postal address:

Email address:

Phone:

Area code	Business number
0	

Fax:

Area code	Business number
0	

Mobile:

Code	Mobile number
0	

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

Complete all the appropriate fields in the following table.

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 reimbursed by ACC**	\$.
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.

Continued ...

