

Request for provisional invoice

To receive an ACC WorkPlace Cover provisional invoice, call us on 0800 222 776 or complete and return this form.

Section 1 – Your contact details

ACC number:	<input type="text"/>		
IR number:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Company or employer name:	<input type="text"/>		
Postal address:	<input type="text"/>		
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
Email address:	<input type="text"/>		
Phone:	Area code <input type="text"/>	Business number <input type="text"/>	
Fax:	Area code <input type="text"/>	Business number <input type="text"/>	
Mobile:	Code <input type="text"/>	Mobile number <input type="text"/>	

Section 2 – Your advisor's/agent's details

Please complete this section if you have an advisor/agent who deals with your ACC matters on your behalf.

Name:	<input type="text"/>		
Postal address:	<input type="text"/>		
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
Email address:	<input type="text"/>		
Phone:	Area code <input type="text"/>	Business number <input type="text"/>	
Fax:	Area code <input type="text"/>	Business number <input type="text"/>	
Mobile:	Code <input type="text"/>	Mobile number <input type="text"/>	

☐ Please tick if you wish all future correspondence (including invoice levies) to go to your advisor/agent.

Section 3 – Business start date and description

My business started on:	DD <input type="text"/>	MM <input type="text"/>	YYYY <input type="text"/>
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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 us on 0800 222 776.

Business industry code:	<input type="text"/>
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My business description is:	<input type="text"/>
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If you would like to use more than one business industry code, please read the guidelines on www.businessdescription.co.nz/MoreInfo and call us on 0800 222 776 to discuss your eligibility.

Continued ...

Section 4 – Estimating your payroll

Liabe earnings is the term ACC uses to describe the part of your payroll that is assessable for levies. To estimate your liabe earnings complete the table below, from the date you started your business until 31 March.

Earnings information	
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*	-\$.
Total	\$.

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

Section 5 – Estimating your non-PAYE shareholder-employees' remuneration

A shareholder-employee is someone who is both a shareholder and an employee of a company. For ACC purposes there are two types of shareholder-employees – those who receive a regular salary/wage from the company that is subject to PAYE deductions, and those who receive an annual salary that is not subject to PAYE deductions.

Your shareholder-employees with PAYE deductions should be included in section 4 – Estimating your payroll.

Enter the estimated remuneration for your non-PAYE shareholder-employees below from the date you started business until 31 March.

Non-PAYE shareholder-employee name	IRD number	Estimated remuneration
		\$.
		\$.
		\$.
		\$.
		\$.
		\$.

Please attach a schedule if you have more than six non-PAYE shareholder-employees.

Section 6 – Declaration

I declare that the information I have provided in this form is true and correct to the best of my knowledge and that I am authorised to provide this information.

I understand that providing false information is a punishable offence under the Crimes Act 1961.

I understand that ACC has a right to review my information once it becomes available from Inland Revenue.

Your name:

Your position:

Your signature:

Date:

DD

MM

YYYY

Checklist

- ☐ Keep a copy of this form for your records
- ☐ If you completed section 5 and have more than six shareholder-employees, attach a schedule showing their names and the information required.

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