

COVID-19 Information – Financial Support Available

WHAT FINANCIAL SUPPORT IS AVAILABLE FROM GOVERNMENT?

The Government's business support package that was announced is available for both employers and those of you who are self employed. The best information is on <https://covid19.govt.nz/government-actions/financial-support/>

The subsidy can only be applied for online and:

- Is payable if you continue to pay your staff at least 80% of their normal income.
- Will be paid at:
 - \$585.80 for people working more than 20 hours per week
 - \$350.00 for people working less than 20 hours per week

IF YOU ARE SELF EMPLOYED

Before you can complete the application form: Find your IRD number and bank account number and then go to the Work and Income website:

<https://workandincome.govt.nz/products/a-z-benefits/covid-19-support.html#null>

Scroll down the page until you see the link [Apply for Wage Subsidy or Leave Payment](#)

Then Click on  Self-employed (no employees) application

- The Fields with a * are compulsory and you need to fill out those rows
- Using the down arrow choose the option “my business has been impacted... 30% decline in actual income”
- Carry on down the page filling in all the details they are asking for
- Unless you are a company you probably don't have a NZ Business Number
- Don't forget to click on the “Submit” button at the bottom
- It will give you a confirmation message that they have received your application

MAKE SURE YOU SEE A CONFIRMATION MESSAGE YOUR APPLICATION IS RECEIVED. If there is a problem with your internet connection or the website being busy your application may time out and you will have to complete it again.

IF YOU ARE AN EMPLOYER

Before you can complete the application form, find:

- Your business IRD number that you use for PAYE payments to IRD
- Unless you are a company you probably don't have a NZ Business Number. If you operate as a company and don't know the number, you can leave this field blank
- your bank account number
- Every employees birthdate and IRD number (you can get their IRD number from your PAYE returns or payroll system)
- You cannot claim for any employees that you have not previously paid PAYE for as they will not be linked to your business PAYE information.

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- When you get to the employees section at the bottom, after you enter their name, Date of Birth and IRD number, you also need to choose if they are employed for 20 hours + or less than 20 hours for each employee.

Affected employees you wish to claim a subsidy for.

If you wish to claim a subsidy for yourself, enter your own details as well as those of your employees.

First name	Last name	Date of Birth	IRD Number	Employment Type
<input type="text"/>	<input type="text"/>	<input type="text"/> (dd/mm/yyyy)	<input type="text"/>	<input type="text"/>

[Add Employee](#)

- You need to type them individually, please take care getting their IRD number and date of birth correct as this will no doubt be the verification process of the employees you have previously paid PAYE and Kiwisaver for.
- Use the Add Employee button for the next and subsequent employees
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The IRD may contact you for more information or to confirm. You will then receive a payment. You will be notified if you are declined.

The aim was for payments to be made within 5 working days after application.

We urge you to apply now.

Any queries or assistance please contact Liz Bishop or Jenny Fleming at HRNZ:

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- lbishop@hrnz.co.nz; 021 996 194