



Contribution Change Form

1. Employee Details

Full Name: _____
Employee Payroll No: _____ Date of Birth: _____
SSRSS Member No: _____ KiwiSaver Member No: _____

2. SSRSS – Change Regular Savings Contributions

I want to change my total employee contributions to: %* of my gross base salary.
**The minimum contribution rate by payroll deduction is 1.5% of gross base salary. There is no maximum.*

3. KiwiSaver Employer Contributions and SSRSS Voluntary Contributions

- ◆ I am making employee contributions to a KiwiSaver scheme and want to start receiving the KiwiSaver compulsory employer contribution instead of the SSRSS matching employer contribution, if eligible
- ◆ I want to suspend my contributions to SSRSS, or
- ◆ I want to make voluntary contributions to SSRSS at a rate of: _____%

4. Employee signature

Please sign and send to your payroll office.

Or, if you are employed at a State or State-integrated school or at a Kindergarten please sign and send your form to:

Education Service Payroll
Ministry of Education
PO Box 1666
Wellington

Employee signature: _____

Date: _____

Payroll Use Only

Pay Run/Period Number	_____	Date	_____
Actioned/Input by signature	_____	Date	_____
Verified/Checked by signature	_____	Date	_____