



Guide to Filling out a COVID-19 Wage Subsidy Form

Here's a quick guide on filling out your COVID-19 Wage Subsidy Application Form.

Links to Applications

- [Employer Application](#)
- [Self-employed \(no employees\) Application](#)

Application Options

With the [discontinuation for Leave Payment Subsidy](#), the following is now the only option.

* I am applying because

My business has been impacted by COVID-19 and I am/about to experience at least a 30% decline of actual revenue

You can find more detail on WINZ Website here:

[COVID-19 employer support](#)

FORM DETAILS

Business IRD Number

This can be found on any previous tax notices, or by checking myIR.

You find a link to this at the top right of the IRD page:

[myIR login](#)

IR Customer Name

If you're applying under your company, this is your official company name; otherwise

This will be your full name, as recorded on IRD.

Again, you can check [myIR](#) for details.

NZBN Number

If you're a business registered on the NZ Companies Register, you can find your company details by clicking 'Search' here:

- [NZ Companies Register](#); or
- [NZBN](#)

NZBN Registration

For sole traders, partnerships and trusts who employ people, you may need to register for one here:

[Get your NZBN](#)

Business Address

Use your official business address here.

Contact Details

Make sure the contact email and mobile number here can be accessed outside of the office.

Bank Account

Make sure this bank account is registered under the name you're applying under.



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RESOURCES

A list of key resources:

- [NZ Government COVID-19 Website](#)
- [WINZ COVID-19 Support](#)
- [Ministry of Health COVID-19 Updates](#)
- [Ministry of Social Development](#)
- Business.govt.nz

QUESTIONS

If you need any further help, email is the best way to get in touch with us during this time.

You can reach us on the following:

- [Thames](#)
- [Whitianga](#)

Stay safe and look out for each other.

Best Regards,

The Team @ Business One

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