



## Guide to Filling out a COVID-19 Wage Subsidy & Leave Form

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

### Links to Applications

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

### Application Options

\* 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

My business has been impacted by COVID-19 and I am/about to experience at least a 30% decline of actual revenue.  
My staff are self-isolating due to COVID-19 or caring for a dependent who is self-isolating due to COVID-19 and cannot work from home.  
My staff are sick with COVID-19 or caring for someone who is sick with COVID-19 and can't work from home.

The 1<sup>st</sup> option above is the Wage Subsidy.

The 2<sup>nd</sup> & 3<sup>rd</sup> options relate to the Leave Payments.

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.



## Business One Limited

Chartered Accountants

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### 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.

### 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](#)

### 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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