



Use this form if you are transferring to another university, company or organisation that participates in UniSaver.
• Use form 3 Change contributions if you wish to change your contribution rate with your current employer.

Complete Part A only and then give this form to your new employer. Your new employer will complete Part B.

PART A

Personal and contact details

Mr / Mrs / Miss / Ms / Dr / Assoc Prof / Prof SURNAME GIVEN NAMES
Membership number Date of birth DD/MM/YYYY
Email IRD number*
Work phone Home phone Mobile

* Locked members only – Inland Revenue requires us to hold IRD numbers for locked members. Note your IRD number here if you haven't provided it to us before.

Complete all sections

1. Employer details

My current employer is
My new employer will be

2. Current membership category1 – tick one

Category A Category B Category A locked member Category B locked member

3. Current employment status – tick one

Permanent Fixed-term (fixed-term employees can only contribute to the locked section)

4. Contribution rate2

Member contributions to:

Member locked account as a % of salary (minimum 3% of salary3 – multiples of 0.5% only)
PLUS
Member standard account as a % of salary (minimum of 3% of salary if not contributing to locked account2 – multiples of 0.5% only)
Total member contributions as a % of salary

My signature below authorises:

- my new employer to deduct payments as advised above
• that all information provided by me is true and correct to the best of my knowledge.

Signed MEMBER Date DD/MM/YYYY

If you have any queries about completing this form, please call 0800 864 724 or email unisaver@mercero.com.

Send this form to your new employer for them to complete Part B.

1 You are a Category A member if your employer contributes to UniSaver on your behalf and a Category B member if your employer does not contribute to UniSaver on your behalf. You may be eligible for KiwiSaver-style compulsory employer contributions of 3% of your salary if you are a member of the locked section of UniSaver.
2 This is the contribution rate you wish your new employer to deduct and is subject to the total minimum member contribution rate for your category of membership as set out in the investment statement. Find out more about contribution rates at unisaver.co.nz.
3 Your minimum contributions may increase to 4% of your salary if your employer is not contributing at least 1% of your salary. See unisaver.co.nz for more information.

PART B

New employer to complete

Employer name

Employee's membership number

Employee department

Date employee joined employer

Employer subsidy to KiwiSaver scheme %

Employment status (with new employer)

Permanent

Fixed-term

Complete if member is contributing to the locked section

Employer contributions to employer locked account as a % of salary

I certify that the applicant is an employee of the above-named employer and commenced service with the employer on the above date.

Signed **AUTHORISED OFFICER OF THE EMPLOYER**

Date **DD/MM/YYYY**

Scan and email this form to unisaver@mercero.com

Alternatively, post the form to:

UniSaver New Zealand
c/- Mercer (N.Z.) Limited
PO Box 1849
Wellington 6140