



# COVID-19 WAGE SUBSIDY FOR COMMUNITY GROUPS



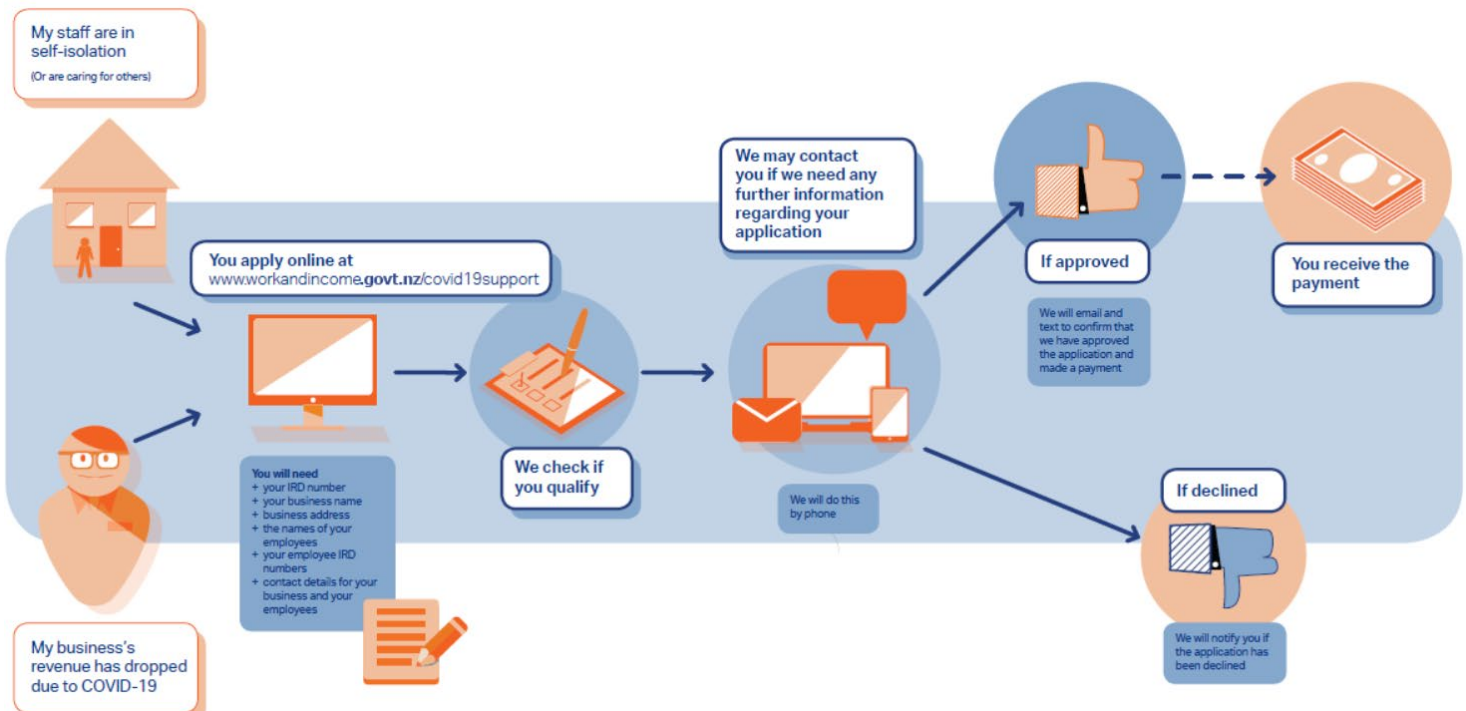
The government has offered a COVID-19 Wage Subsidy for employers in New Zealand, including all registered charities, non-government organisations, and incorporated societies. It is available for all employers that are significantly impacted by COVID-19 and are struggling to retain employees as a result.

The COVID-19 Wage Subsidy will be paid at a flat rate of:

- \$585.80 for people working 20 hours or more per week.
- \$350.00 for people working less than 20 hours per week.

The subsidy is paid as a lump sum and covers 12 weeks per employee and is for wages only. It is to help you keep your staff employed while you consider changes that may be needed while the disruption continues, and to ensure the future viability of your business. Organisations can only get this subsidy once.

## APPLICATION PROCESS



### Need assistance?

If you are a community group and require any assistance making an application, we are here to help. Please contact our Accounts and Investment Administrator, Tricia Hudson at [tricia@tect.org.nz](mailto:tricia@tect.org.nz).

### More information:

- <https://www.workandincome.govt.nz/products/a-z-benefits/covid-19-support.html#null>
- Work and Income Helpline on **0800 40 80 40**

# APPLICATION

## 1. Check that you meet the eligibility criteria

- You must be a registered charity, incorporated society, or non-government organisation.
- You must be registered and operating in NZ.
- Your employees must be legally employed in NZ.
- Your entity has experienced a 30% decline in actual or predicted revenue due to the COVID-19 outbreak.

## 2. Check that you have taken the steps required by the government

- You have taken active steps to mitigate the impact of COVID-19, e.g. engage with your bank and/or funders.
- You have discussed the application with your employees and have their consent. Refer to email template below
- You agree to pay employees on at least 80% of their regular income for the period of the subsidy.

## 3. Prepare the following information

- IRD number
- Your organisation's Inland Revenue Customer name
- NZ Business Number if you have one (search on <https://www.nzbn.govt.nz/>)
- Address and contact details
- Bank account number
- Employees' full names, date of birth, IRD number and employment type (less than or more than 20 hour per week)

## 4. Complete the application online

- [https://services.workandincome.govt.nz/ess/employer\\_applications/new](https://services.workandincome.govt.nz/ess/employer_applications/new)
- The current processing time is 5 working days

## 5. Receive the funds

- The funds will be deposited into your bank account once the application has been processed and approved.
- You must agree to repay any subsidy if you:
  - Were not or stop being entitled to the subsidy
  - Provide false or misleading information in your application
  - Receive business interruption insurance

# EMPLOYEE CONSENT EMAIL TEMPLATE

Dear *[insert employee name]*,

I/We/Our Board of Trustees *[select one]* remain committed to *[enter entity's name]* as a going concern and we are hopeful to resume business operations as soon as possible. This means ensuring that all staff are paid for as long as possible while we work through the COVID-19 outbreak.

To to ensure we can keep all staff employed during this time, we are planning to apply for the government's Wage Subsidy.

To assist us in this application, please confirm that you are happy for your information to be:

- provided to the Ministry of Social Development; and
- used by the Ministry of Social Development to make decisions about your application and to audit and review any subsidy that is granted; and
- shared by the Ministry of Social Development with other agencies to the extent required by MSD, it's staff and auditors to make decisions about your application and to audit and review any subsidy that is granted.

More information on the Wage Subsidy can be found here:

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

If you agree please reply via email ASAP confirming your consent so that we can move forward with our application.

Regards,  
*[insert name here]*

