



To our valued clients

This newsletter is intended as a general advice update to our clients that employ staff and is based on the current information available at the time of writing this.

### **COVID-19 Wage Subsidy September 2021**

A second wage subsidy will be available for applications on Friday 3 September 2021. This is a further two-week payment to support employers so they can continue paying employees and protect jobs for businesses who continue to be adversely affected, despite the move to alert level 3 on 31 August 2021.

To be eligible for the COVID-19 Wage Subsidy September 2021 you must:

- Operate a business in New Zealand that employs and pays the employees (including shareholder-employees) named in your application.
- Meet the revenue decline test set out in the declaration, and
- Meet the other eligibility criteria set out in the declaration.

The declaration and application will be available on the [Work and Income website](#) from 9.00 am, Friday 3 September 2021.

Please be mindful of the declaration you are agreeing to when you apply for the subsidy. The declaration will list all eligibility criteria in full and will be available to review on the website when applications open. We recommend you review this carefully before you submit your application.

We are unable to process the application on your behalf given the declaration that needs to be made when applying.

The Wage Subsidy September 2021 will cover a two week period at the rate of:

- \$600 per week for each full-time employee retained (works 20 hours per week or more)
- \$359 per week for each part-time employee retained (works less than 20 hours per week)

If you haven't yet claimed the first wage subsidy for August 2021, you have until 11.59 pm on Thursday 2 September 2021 to submit your application.

### **Payroll matters**

You need to process your payroll in the normal manner, including making deductions for items such as KiwiSaver and other deductions, even if their pay is agreed at a reduced rate. You must also file your employer schedules and pay the PAYE as normal and on time.

For further information regarding liaising with your staff and accounting for the Wage Subsidy, please see our earlier newsletter. If you would like a copy of this, please request by return email.

Full details on how to access financial support is available at [covid19.govt.nz](https://covid19.govt.nz)

## YRW Operating at Alert Level Three

Under alert level 3 we have a limited number of staff working from our Tauranga and Te Puke offices, following strict Health and Safety protocols.

Unfortunately we are unable to conduct any face to face meetings at alert level 3 but we can continue with virtual meetings when mutually agreed. Please contact our main office in Tauranga on 07 578 0069 if you would like us to book a virtual meeting with you.

If you have documentation to drop off, please call ahead to our Tauranga office. There will be a drop box out front of the office, and similarly a drop box inside the Te Puke office. We will ensure documents are collected quickly and passed on to our accounts team. Please follow Government Health and Safety guidelines when visiting our offices.

The remainder of our team will continue working effectively from home offices until the move to alert level 2.

We trust you will find this general advice to be helpful to you and we thank you for your understanding. If you have any specific questions around your particular situation please don't hesitate to contact one of our Directors.

Steve Read: [steve@yrw.co.nz](mailto:steve@yrw.co.nz) 027 570 1172

Raimarie Pointon: [raimarie@yrw.co.nz](mailto:raimarie@yrw.co.nz) 027 576 6076

Natalie Milne: [natalie@yrw.co.nz](mailto:natalie@yrw.co.nz) 027 277 0362

James Sherson: [james@yrw.co.nz](mailto:james@yrw.co.nz) 027 464 2908

### DIRECTORS

**Steve Read**  
07 578 0069  
Extn 713  
[steve@yrw.co.nz](mailto:steve@yrw.co.nz)

**Raimarie Pointon**  
07 578 0069  
Extn 711  
[raimarie@yrw.co.nz](mailto:raimarie@yrw.co.nz)

**Natalie Milne**  
07 578 0069  
Extn 712  
[natalie@yrw.co.nz](mailto:natalie@yrw.co.nz)

**James Sherson**  
07 578 0069  
Extn 718  
[james@yrw.co.nz](mailto:james@yrw.co.nz)

### ASSOCIATE

**Glen Lindsay**  
07 578 0069  
Extn 716  
[glen@yrw.co.nz](mailto:glen@yrw.co.nz)

### CONTACT US

**YRW Limited**  
13 McLean Street  
PO Box 948  
Tauranga 3144  
**Phone:**  
07 578 0069  
**Fax:** 07 578 8725

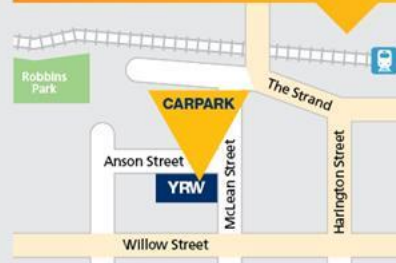
**Te Puke**  
12A Oxford Street  
**Phone:**  
07 573 3996

**Email:** [accountants@yrw.co.nz](mailto:accountants@yrw.co.nz)  
**Website:** [www.yrw.co.nz](http://www.yrw.co.nz)

## VISIT US

### Carparking

We have six client carparks available underneath our building with entry from Anson Street. Please feel free to use these when visiting our office.



### IMPORTANT:

*This newsletter is intended to be of a general nature only and should not be relied on in making business or personal decisions without first seeking advice from this office.*