



# ACC for Self-Directed Services

## How is ACC set up?

ACC has two components:

1. **The employee levy** – this forms part of the PAYE deduction from the earnings of the employees.
2. **The employer levy** – the amount the employer pays for each employee. This is invoiced annually from ACC.

Employers using Manawanui's payroll service will have an ACC account and receive levy invoices. Many people find the employer portion of the levy invoice confusing.

## What can I expect?

ACC sends all newly registered employers a welcome pack. Depending on the information received by ACC from IRD, the pack may be sent to you, or to Manawanui. If we receive your welcome pack, we will forward it to you.

The pack contains your ACC classification unit which is based on information received from IRD and reflects the type of industry the employment relates to. If ACC is unsure, the classification of 'Manufacturing' is used as a default. The correct classification is **Social Assistance Services** (87290). Employers will need to contact ACC to notify them of an incorrect classification if necessary.



### Please note:

Unfortunately Manawanui can not act on your behalf with ACC because we are not authorised to do so. We are only authorised to pay your ACC levies from your Individualised Funding on your behalf.

### How will I be invoiced?

ACC invoices are usually sent to Manawanui for payment (refer to the ACC accrual on client statements). If the invoices are sent to your home address, please forward them to us at PO Box 83, Albany Village, Auckland 0755 with a cover note asking us to pay on your behalf because your employees are paid through Manawanui's payroll service.

### Possible Issues:

If the invoice is not paid by the due date, ACC will initially send a reminder before proceeding with formal debt collection processes.

To avoid incurring penalties please ensure you check any mail from ACC and forward invoices to us with a note if

they require payment. As the registered employer you are responsible for the ACC account. Manawanui is responsible for paying the invoice on your behalf from your IF funds.

If you do not wish to receive the invoice directly then you need to contact ACC to change the address.

If there is any problem with the invoice, Manawanui will inform you of what corrections need to be made, but, again, you will need to make contact with ACC yourself as they will not deal with Manawanui.

If you have any further queries please contact our Customer Experience Centre on 0508 462 427 or [CEC@manawanui.org.nz](mailto:CEC@manawanui.org.nz).

If you receive an invoice from ACC please send it to us at:

Manawanui  
PO Box 83

Albany Village  
Auckland 0755

We will pay the invoice on your behalf from your Individualised Funding

