

IRD number application – non-individual

OFFICE USE ONLY

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IRD number issued/confirmed

Please answer all questions and sign the declaration.

1. Print the full name of the organisation

2. Is this application for a branch? ☐ No ☐ Yes Print the IRD number of the main branch or head office and attach a completed GST (IR360) and/or PAYE (IR334) registration form, then go to Question 15.

(8 digit numbers start in the second box. 1 2 3 4 5 6 7 8)

3. Tick the organisation type from the list below

<p>Company</p> <p><input type="radio"/> Close company</p> <p><input type="radio"/> Widely held company</p> <p><input type="radio"/> Unit trust</p> <p><input type="radio"/> Cooperative</p> <p><input type="radio"/> Public authority</p> <p><input type="radio"/> Local authority</p> <p><input type="radio"/> Special company</p> <p><input type="radio"/> Non-resident contractor</p> <p><input type="radio"/> Life insurance</p> <p><input type="radio"/> Agent non-resident insurer</p> <p><input type="radio"/> Body Corporate</p>	<p>Partnership</p> <p><input type="radio"/> Ordinary partnership</p> <p><input type="radio"/> Limited partnership</p> <p><input type="radio"/> Non-resident contractor</p> <p>Superannuation scheme</p> <p><input type="radio"/> Registered – widely held</p> <p><input type="radio"/> Registered – not widely held</p> <p><input type="radio"/> Not registered</p> <p><input type="radio"/> KiwiSaver</p> <p><input type="radio"/> Foreign</p> <p>Māori authority</p> <p><input type="radio"/> Please complete a Māori authority election (IR 483) form</p>	<p>Estate or trust</p> <p><input type="radio"/> Complying trust</p> <p><input type="radio"/> Foreign trust</p> <p><input type="radio"/> Non-complying trust</p> <p><input type="radio"/> Estate</p> <p>Club or society</p> <p><input type="radio"/> Incorporated society or club</p> <p><input type="radio"/> Unincorporated society or club</p> <p><input type="radio"/> Friendly society</p> <p><input type="radio"/> Building society</p> <p><input type="radio"/> Industrial and provident society</p>
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4. If the trade name is different from the name shown above, print it here

5. Print the street address of the place of business

Street address

Suburb or RD Town or city Postcode

6. Print the usual postal address only if it is different from the street address. Do not use your tax agent's address here

Street address

Suburb or RD Town or city Postcode

7. Print the organisation's contact phone number(s)

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Business After hours or mobile Fax

8. Print the organisation's email address

9. Please attach one of the following documents as identification. We would prefer you to send photocopies but if you do send original documents we will send them back to you

☐ Certificate of incorporation for companies

☐ Deed of trust for trusts. This must show the trust's name, including trustee's signatures and date of deed

☐ Certificate of incorporation for incorporated societies

☐ Certificate of registration for limited partnerships

☐ Death certificate and probate or letters of administration for estates

10. What is the organisation's start date? For non-residents, please use the date your business started in New Zealand.

Day

Month

Year

10B. Commencement of taxable activity (if different from above)

Day

Month

Year

10C. What is the date of death? (For the purposes of Estate applications)

Day

Month

Year

11. What's the organisation's country of tax residence? If you are unsure about this please phone Inland Revenue on 0800 377 774.
12. Business description and code. To determine your business industry description and code go to www.businessdescription.co.nz
If you are unable to identify the correct code call ACC on 0508 426 837.
13. Do you expect your annual turnover to be over \$60,000? ☐ No ☐ Yes Complete a *GST registration (IR 360)* form.
- Do you intend to employ people? ☐ No ☐ Yes Complete an *Employer registration (IR 334)* form.
- Do you wish to register as a payer for resident withholding tax on interest? ☐ No ☐ Yes Complete a *Resident withholding tax – interest payer registration (IR 450)* form.
- Do you wish to elect to be a qualifying company or a loss attributing qualifying company? ☐ No ☐ Yes Complete a *Qualifying company or loss attributing qualifying company election (IR 436)* form.
- Do you wish to elect to be a look-through company (LTC)? ☐ No ☐ Yes Complete a *Look-through company election (IR 862)* form.
- You can get these forms from our website www.ird.govt.nz or by phoning INFOexpress on 0800 257 773.
14. **Companies only** Will you be providing fringe benefits to shareholder-employees? ☐ No ☐ Yes

All organisations, please complete this question

15. Print the name, address and personal IRD number of each shareholder (close company), director, partner (including general or limited), executive office holder (society), trustee (trust), or trustee/executor (estate). Continue on a separate sheet if necessary

<input type="text"/>	<input type="text"/>
Name	Designation or title
<input type="text"/>	<input type="text"/>
Address	IRD number
<input type="text"/>	<input type="text"/>
Name	Designation or title
<input type="text"/>	<input type="text"/>
Address	IRD number
For estates please provide the IRD number of the deceased.	
<input type="text"/>	<input type="text"/>
Name	IRD number

Nominated persons

We can't discuss your organisation's tax affairs with anyone except those people listed at Question 15. However, you can nominate someone else to take care of them or have access to your IRD records. You can also have them receive your statements, refunds and other correspondence. You'll still be responsible for the organisation's tax affairs, so you will need to make sure any returns are filed and tax is paid by the due date.

For more information or to nominate someone to act on your behalf, you can:

- phone us on 0800 377 774, or
- complete an *Elect someone to act on your behalf (IR 597)* form, which you can get from our website www.ird.govt.nz or by phoning INFOexpress on 0800 257 773 (remember to have your IRD number handy).

16. For any refunds Inland Revenue may pay you please provide your bank account number. (We recommend this as you will receive your refund faster)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bank	Branch	Account number	Suffix
<input type="text"/>			
Name of account			

17. Print the full name of the contact person for your organisation

<input type="text"/>	<input type="text"/>		
Surname	First name(s)		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Business	After hours or mobile	Fax	

Contact phone number(s)

18. Declaration

Name of authorised person

Designation or title

I declare that the information given on this form is true and correct.

Signature

Date

Notes

Do not show your tax agent's address. Your tax agent maintains a client list with us. Please ask them to give us the address for your mail.

Send the completed form to us at:

Inland Revenue,
PO Box 39010,
Wellington Mail Centre

or fax it to 0800 IRD FAX

If URGENT please clearly state the reason for urgency