



- Complete this form to register as an IR56 taxpayer. IR56 taxpayers are workers whose employer is not required to deduct PAYE from their earnings. They are responsible for paying their own PAYE.
- Read all notes on the next page before completing this form.
- Please answer all questions and sign the declaration.

1. Your IRD number

2. Print your full name
First name(s) Surname

3. Print your street address
Street address

Suburb or RD Town or city Postcode

4. Print your usual postal address if it is different from your street address.
If you use a tax agent to prepare your PAYE returns don't show **their** address here. Please ask them to give us the address for your PAYE mail.

Street address or PO Box number

Suburb, box lobby or RD Town or city Postcode

5. Print your contact number(s)
Work Mobile phone or after hours Fax

6. When will you start working as an IR56 taxpayer?
Day Month Year

7. Tick the activity below that best describes what you do.

| | | | | | |
|---|--------------------------|---|--------------------------|-------------------|--------------------------|
| Community and non-residential care service | <input type="checkbox"/> | United States Antarctic Program personnel | <input type="checkbox"/> | Personal services | <input type="checkbox"/> |
| New Zealand-based representative of an overseas company | <input type="checkbox"/> | Gardening service | <input type="checkbox"/> | Embassy staff | <input type="checkbox"/> |
| Child minding service (in the home) | <input type="checkbox"/> | Lawnmowing service | <input type="checkbox"/> | | |

If none of these descriptions apply, please describe what you do, here.

8. As an IR56 taxpayer you'll need to:

- keep records of the income you earn
- work out how much PAYE to deduct from your income
- complete and file employment information forms
- pay the PAYE deductions to Inland Revenue.

We would like to help you understand what is involved in doing the above. Your answers to the following questions will assist us in working out what information and services you might find useful. This may involve one of our tax advisors contacting you.

- a. Will you be using an accountant or tax agent to prepare or help you with your employment information forms?
 Yes No
- b. Have you worked with PAYE-related tasks in New Zealand before?
 Yes No
- c. Initially, how difficult or easy do you think you'll find it to carry out all of the above tasks?
 Very difficult Quite difficult Quite easy Very easy

9. Print the full name of the person we can contact about this registration in case we need to clarify any information.

First name(s) Surname
Contact telephone number

10. Declaration
I declare that the information given in this form is true and correct.

Signature
Date

Notes

Who are IR56 taxpayers?

IR56 taxpayers are responsible for paying their own PAYE and are not self-employed.

Some examples of IR56 taxpayers are:

- private domestic workers who work part-time, such as home-helpers, attendant caregivers, nannies, gardeners and domestic odd-jobbers (see below for more information)
- embassy staff
- New Zealand-based representatives of overseas companies
- United States Antarctic Program personnel.

Private domestic workers

Private domestic workers are people who:

- work in someone else's home
- do work for their employer that's not related to the employer's business
- are paid direct by their employer, and
- don't regularly work full-time.

Inland Revenue considers "part-time" employment for private domestic workers to be employment of no more than 30 hours per week, on average, for each employer.

If you're one of the above workers and work part-time you're an IR56 taxpayer. If you regularly work full-time, the employer becomes responsible for your PAYE tax and other deductions, such as student loans and child support (if any).

What happens next?

Once we receive your registration we'll send you:

- an *Employment information (IR348)* form
- a *New employee details (IR346)* form.

You need to:

- Fill out the *New employee details (IR346)* form and send it to us either:
 - before your first pay day; or
 - with the *Employment information (IR348)* form that includes your first pay.
- Send in your *Employment information (IR348)* form at the end of every month. This has details of your gross wages and deductions made. You must file your IR348 within ten working days after the end of the month.
- You must pay your PAYE and other deductions to us by the 20th of the following month.

If you don't receive income as an IR56 taxpayer in any month, you don't need to file a return

You can also fill in the forms and make payment online. Go to www.ird.govt.nz "Get it done online".

When you stop working as an IR56 taxpayer you need to cancel your registration. You can do this by calling 0800 377 772.

Our *IR56 taxpayer handbook (IR356)* gives more information about IR56 taxpayers and what you need to do when you're registered. You can view or download a copy from our website www.ird.govt.nz "Forms and guides"

Send the completed form to the following address

Inland Revenue
PO Box 39010
Wellington Mail Centre
Lower Hutt 5045

Privacy

Meeting your tax obligations means giving us accurate information so we can assess your liabilities or your entitlements under the Acts we administer. We may charge penalties if you don't.

We may also exchange information about you with:

- some government agencies
- another country, if we have an information supply agreement with them
- Statistics New Zealand (for statistical purposes only).

If you ask to see the personal information we hold about you, we'll show you and correct any errors, unless we have a lawful reason not to. Call us on 0800 377 774 for more information. For full details of our privacy policy go to www.ird.govt.nz (search keyword: privacy).