

# IRD number application – resident non-individual

OFFICE USE ONLY

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IRD number issued/confirmed

**Use this form to apply for an IRD number for your organisation if you're a New Zealand resident, or apply online - [ird.govt.nz/business-ird-number](http://ird.govt.nz/business-ird-number)**

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 then to Question 15.  
You can register any branch or division separately through myIR Secure Online Services. Applications are processed in real time and in most cases you'll receive immediate confirmation of the GST number and registration details.  
(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><b>Company</b></p> <p><input type="checkbox"/> Close company</p> <p><input type="checkbox"/> Widely held company</p> <p><input type="checkbox"/> Unit trust</p> <p><input type="checkbox"/> Cooperative</p> <p><input type="checkbox"/> Public authority</p> <p><input type="checkbox"/> Local authority</p> <p><input type="checkbox"/> Special company</p> <p><input type="checkbox"/> Life insurance</p> <p><input type="checkbox"/> Agent non-resident insurer</p> <p><input type="checkbox"/> Body corporate</p>	<p><b>Partnership</b></p> <p><input type="checkbox"/> Ordinary partnership</p> <p><input type="checkbox"/> Limited partnership</p> <p><b>Superannuation scheme</b></p> <p><input type="checkbox"/> Registered – widely held</p> <p><input type="checkbox"/> Registered – not widely held</p> <p><input type="checkbox"/> Not registered</p> <p><input type="checkbox"/> KiwiSaver</p> <p><input type="checkbox"/> Foreign</p> <p><b>Māori authority</b></p> <p><input type="checkbox"/> Complete a Māori authority election - IR483 form</p>	<p><b>Estate or trust</b></p> <p><input type="checkbox"/> Complying trust</p> <p><input type="checkbox"/> Foreign trust</p> <p><input type="checkbox"/> Non-complying trust</p> <p><input type="checkbox"/> Estate</p> <p><b>Club or society</b></p> <p><input type="checkbox"/> Incorporated society or club</p> <p><input type="checkbox"/> Unincorporated society or club</p> <p><input type="checkbox"/> Friendly society</p> <p><input type="checkbox"/> Building society</p> <p><input type="checkbox"/> 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)

( )

( )

Business After hours or mobile

8a. Print the organisation's email address

8b. Consent

I consent to receiving the organisations IRD number by email. I acknowledge that Inland Revenue will take all reasonable steps to reduce any risk of unauthorised access or release of confidential information but can't guarantee emails won't be intercepted or read while in transit.  
If you want the IRD number to be sent to a different email address, show the address below.

8c. Other business contact

9. 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, trustee's signatures and date of deed
- Certificate of incorporation for incorporated societies
- Certificate of registration for limited partnerships
- a Probate, Will, or Letters of Administration for estates.

10. What is the organisation's start date?

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. Business description and code. To determine your business industry description and code go to [www.businessdescription.co.nz](http://www.businessdescription.co.nz)  
If you are unable to identify the correct code call ACC on 0508 426 837.

12. Do you expect your annual turnover to be over \$60,000?  No  Yes Refer to [ird.govt.nz/gst/registering-for-gst](http://ird.govt.nz/gst/registering-for-gst)

Do you intend to employ people?  No  Yes Complete an **Employer registration - IR334** form.

Do you wish to register as a payer for resident withholding tax on interest?  No  Yes Complete a **RWT interest payer registration - IR450** form.

Do you wish to elect to be a look-through company (LTC)?  No  Yes Complete a **Look-through company election - IR862** form.

You can get these forms from our website [ird.govt.nz](http://ird.govt.nz)

13. **Companies only** Will you be providing fringe benefits to shareholder-employees?  No  Yes

### All organisations, complete this question

14. 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 provide the IRD number of the deceased.

<input type="text"/>	<input type="text"/>
Name	IRD number

### Nominate someone to act on your behalf

You can nominate someone to act on behalf of your business or organisation to help you with your tax. You can add a nominated person in myIR. Having a nominated person does not change your responsibilities. Your business or organisation is still responsible for its tax obligations.

15. Your bank account number

Bank	Branch	Account number	Suffix

<input type="text"/>
Name of account

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

<input type="text"/>	<input type="text"/>
Surname	First name(s)

Contact phone number(s)

( )	( )	( )
Business	After hours or mobile	Fax

### 17. Declaration

Name of authorised person

Designation or title

Signature

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

<input type="text"/>	/	/
	Date	

### Notes

Do not show your tax agent's address. Your tax agent maintains a client list with us. 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, Lower Hutt 5045** or fax it to 0800 IRD FAX

**If URGENT please clearly state the reason for urgency**

[ird.govt.nz/business-ird-number](http://ird.govt.nz/business-ird-number)