



# IRD number application – individual

## To apply for an IRD number for you or for a child in your care

1. Complete the form on page 3 and sign the declaration on page 4. Take it with **current** supporting documents (detailed below), to an Inland Revenue appointed verifier. These are:
  - **Automobile Association (AA) Driver Licensing Agents**
  - **PostShops and selected New Zealand Post retail outlets.**
2. You must provide one **original** document from Category A and one **original** document from Category B with your application as well as a **photocopy** of each of your documents.

### All photocopies must be legible.

#### Category A documents

- Full New Zealand birth certificate issued on or after 1 January 1998
- New Zealand passport\*
- Overseas passport \* (with New Zealand Immigration visa/permit, or call Inland Revenue on 0800 227 774 for exempt list)
- New Zealand emergency travel document
- New Zealand firearm or dealer's licence
- New Zealand refugee travel document
- New Zealand certificate of identity (issued by Department of Labour or Department of Internal Affairs)
- New Zealand citizenship certificate

\* If you are providing a passport please photocopy the page/s showing your photo, name, any pages showing current work, visitor permits or residency documents, and a specimen signature.

#### Category B documents

- New Zealand driver licence
- New Zealand 18+ card
- New Zealand student photo identification card
- A letter confirming registration as a student in New Zealand\*\*
- An "offer of employment" letter from your employer, on their company letterhead\*\*
- International Drivers' Permit (issued by a member country of the UN Convention on Road Traffic)
- Overseas Drivers' Licence (accompanied by an English translation completed by an LTNZ authorised translator, if not already in English)

\*\* If this document is used you must provide a document from category A that contains a photo.

3. If the documents you provide are in another name, you must provide an original document that confirms how your name was changed, eg marriage certificate, deedpoll, change of name certificate, civil union certificate, **and** a photocopy of that document.
4. If you are applying for a child who is in your care and they are under 16, you must provide:
  - one original category A or B document for the child
  - a document which shows the relationship between you and the child, if not already shown in the category A document
  - full proof of your own identity—see 2 above.
5. The completed application form and the photocopies you've provided will be kept by the person who verifies the application. They will forward the application and photocopies to Inland Revenue and return the original documents to you when they verify your application. You will receive your IRD number from Inland Revenue.

## Notes

### Question 1 – children under 16

- If you're making the application on behalf of a child, the IRD number shown here must belong to the person who will be providing the relevant documents identifying their relationship to the child.
- If you're making the application on behalf of a child for Working for Families Tax Credits, the IRD number shown here must belong to the principal child carer.

### Question 2 – applicant information

- If you're completing the application for a child, enter the child information in this section.
- If you're completing the application for yourself, enter your information in this section.

### Question 7 – address information

#### • Residential address

Please show a physical address, not a PO Box number or private bag. If you have a rural address, write the property and/or rural road name on line 1 and the rural delivery (RD) number and town on line 2.

If you want your correspondence sent overseas please show the address you want it sent to.

- **Postal address** – complete only if it's different from the residential address. Show one of the following:
  - PO Box  
Line 1 – PO Box number  
Line 2 – box lobby
  - Private Bag  
Line 1 – private bag number  
Line 2 – box lobby

**Don't show your tax agent's address here.**

### Question 9 – temporary tax exemption on foreign income

You qualify for a temporary tax exemption on foreign income for four calendar years (up to 49 months) if you meet both of these requirements:

- You qualified as a tax resident in New Zealand on or after 1 April 2006.
- You haven't been a New Zealand tax resident at any time in the past 10 years prior to your arrival date in New Zealand.

#### Please note:

- You can only claim this exemption once.
- You cannot receive Working for Families Tax Credits while being tax-exempt from foreign income.

For more information on temporary tax exemption on foreign income, go to [www.ird.govt.nz](http://www.ird.govt.nz) or call us on 0800 227 774.

### Question 10 – non-resident contractor

- If you have arrived in New Zealand to work as an independent contractor (whether the person paying you is a New Zealand resident or not) you will be a "non-resident contractor" for the first 183 days (in any 12-month period) of your presence in New Zealand.
- You are not an independent contractor if you are working as an employee receiving salary and/or wages from an employer.

### Nominated persons

We can't discuss your tax affairs with anyone except you. However, you can nominate someone else to do this for you and have access to your Inland Revenue records once you have received your IRD number.

You'll still be responsible for your own tax affairs, so you'll 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, call us on 0800 227 774, or complete an *Elect someone to act on your behalf (IR597)* form. You can get this from [www.ird.govt.nz](http://www.ird.govt.nz) or by calling INFOexpress on 0800 257 773 (remember to have your IRD number with you).

### Applicant checklist

Have you:

- provided category A original document and photocopy/s?
- provided category B original document and photocopy/s?
- provided photocopies of any additional documents?
- completed your part of the application form?
- **Completed each part of form marked ■**

**Please tear off this portion after you have had your identity verified and keep it for your records.**



## Privacy statement

Meeting your tax obligations involves giving accurate information to Inland Revenue. If you do not give us this information we will not be able to assess your correct liabilities and entitlements under the Acts we administer. Without an IRD number you may have to pay a higher rate of tax on your income.

We may exchange information about you with the Ministry of Social Development, the Ministry of Justice, the Department of Labour, the Ministry of Education, the New Zealand Customs Service, the Accident Compensation Corporation or their contracted agencies, as well as to overseas countries with which New Zealand has an information supply agreement. Inland Revenue also has an agreement to supply information to Statistics New Zealand for statistical purposes only.

You may ask to see the personal information we hold about you by calling us on 0800 227 774. Unless we have a lawful reason for withholding the information, we will show it to you and correct any errors.

## Declaration – please read carefully before signing

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

I authorise Inland Revenue to contact any agency that issued a document I have used in support of this application, to verify the details of that document for the purpose of this application.

I have read the privacy statement above before signing this declaration.

■ Signature

■ Date

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day		Month		Year			

## Verifier use only

Information verified by

Print name

Name of organisation and branch

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day		Month		Year			

Notes

Stamp

## Inland Revenue use only

Identified by interview:

(tick if applicable)

Date interviewed

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Interview notes

## Non-resident contractors/entertainers

Company

Employment start date

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Employment end date

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