



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 the form with **current** supporting documents (documents that have not expired), for an “**In person verification**” to an authorised Inland Revenue agent. These are:
 - **Automobile Association (AA) Driver Licensing Agents**
 - **PostShops and selected New Zealand Postshops.**
2. You must provide one **original** document from Category A, and one **original** document from Category B with your application, as well as a **legible photocopy** of each of your documents.

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 with start date of employment**
- 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.

If you're not able to provide the required documents from category A and category B, please call us on 0800 227 774 to discuss your options.

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 **legible 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:**

For the child

- One **original** category A or B document and a **legible photocopy**

For you

- **Full proof of your own identity—see 2 above.**
- An **original** document and **legible photocopy** which shows the relationship between you and the child, if not already shown in the category A document for the child, for example:
 - a New Zealand full birth certificate issued on or after 1 January 1998 for the child
 - court documents showing child and caregiver names eg adoption papers, parenting orders, guardianship orders
 - a *Statutory declaration (IR 595D)*—you can download this from www.ird.govt.nz

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. You will receive your IRD number from Inland Revenue within 8–10 working days of Inland Revenue receiving the application form.

Notes

Completed each part of form marked ■

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 childcarer.

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.
- If you are using a preferred name, that is different from your given name, you must provide documentation confirming your preferred name.

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 (Complete this question if you are continuing to receive income from overseas)

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 can't 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

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 aren't 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, complete an *Elect someone to act on your behalf (IR 597)* form. You can get this from www.ird.govt.nz or by calling 0800 257 773 (remember to have your IRD number with you).

Applicant checklist

Have you:

- provided a current category A original document and photocopy/s?
- provided a current category B original document and photocopy/s?
- provided current photocopies of any additional documents?
- provided linking documentation for child?
- completed your part of the application form?
- signed the application?

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



OFFICE USE ONLY

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IRD number issued/confirmed

IRD number application – individual

- Please read the **Notes** section before you complete this application
- Please complete this application using capital letters—don't use abbreviations
- Please complete application in blue and/or black pen.

Children under 16

1. ■ If you are applying for a child, print your **own** IRD number here.

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

Applicant information

2. ■ Name of applicant as shown on identity documents

First name(s)

Surname

■ Title

Mr Mrs Miss Ms Other

Preferred name

First name(s)

(refer to notes page)

Surname

3. ■ Date of birth

Day / Month / Year

4. ■ Please tick to show if you are:

applying for an IRD number requesting confirmation of your IRD number

5. Previous name

First name(s)

(maiden name, known as, change of name)

Surname

Address information

7. ■ Residential address (not a PO Box or private bag number)

Street address

Suburb or RD

Town or city

Country

Postcode

Current postal address (only if it's different from your home or street address)

Street address

Suburb or RD

Town or city

Country

Postcode

■ Previous address (this will help us to confirm your IRD number if one may have been issued previously)

Street address

Suburb or RD

Town or city

Country

Postcode

8. ■ Contact number(s) (include area code)

Daytime

Evening

Fax

Mobile

Email

Tax exemption and non-resident contractor information (refer to notes page before answering)

9. ■ Do you qualify for a temporary tax exemption on foreign income?

Yes

No

If "Yes", please print date of arrival in New Zealand.

Day Month Year

10. ■ Are you a non-resident contractor?

Yes

No

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 (keyword: privacy).

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"/>
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"/>
Day	Month	Year			

Documents provided

Adult	Category A	Yes/No	
	Category B	Yes/No	
	Category C	Yes/No	(IRD verifier only – if Yes, please note reason Cat.C has been accepted)
	Urgent	Yes/No	(if Yes, please note reason why urgent)

Notes

Child	Category A	Yes/No	
	Category B	Yes/No	
	Linking document	Yes/No	
	Urgent	Yes/No	(if Yes, please note reason why urgent)

Notes

Identified by interview: (tick if applicable)

Date interviewed

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

Non-resident contractors/entertainers

Company

Employment start date

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Employment end date

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