



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 Complete a *GST registration (IR360)* form.
- 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 *Resident withholding tax – 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 [www.ird.govt.nz](http://www.ird.govt.nz) or by calling 0800 257 773.

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

### All organisations, please 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"/> Name	<input type="text"/> Designation or title
<input type="text"/> Address	<input type="text"/> IRD number
<input type="text"/> Name	<input type="text"/> Designation or title
<input type="text"/> Address	<input type="text"/> IRD number
<input type="text"/> Name	<input type="text"/> Designation or title
<input type="text"/> Address	<input type="text"/> IRD number
<input type="text"/> Name	<input type="text"/> Designation or title
<input type="text"/> Address	<input type="text"/> IRD number

For estates please provide the IRD number of the deceased.

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

### Nominated persons

We can't discuss your organisation's tax affairs with anyone except those people listed at Question 14. 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:

- complete an *Elect someone to act on your behalf (IR597)* form, which you can get from our website [www.ird.govt.nz](http://www.ird.govt.nz) or by calling 0800 257 773 (remember to have your IRD number handy), or
- call us on 0800 377 774.

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

Bank	Branch	Account number	Suffix

  
Name of account

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

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

Contact phone number(s)

<input type="text"/> Business	<input type="text"/> After hours or mobile	<input type="text"/> Fax
----------------------------------	---	-----------------------------

### 17. 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, Lower Hutt 5045** or fax it to 0800 IRD FAX  
**If URGENT please clearly state the reason for urgency**