



# IRD number application - resident individual

Complete this form unless you are a non-resident or an offshore person (see notes page). If you are, use the *IRD number application - non-resident/offshore individual (IR742)*

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

1. Use the applicant checklist on page 2, 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**
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 residence visa granted by Immigration New Zealand)
- 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 pages showing your photo, name and New Zealand residency class visa granted by Immigration New Zealand.

### 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, eg,
  - 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 (IR595D)*—you can download this from [www.ird.govt.nz](http://www.ird.govt.nz)

**Note:** If you're the parent of a new baby and you haven't registered their birth yet, you can apply for your baby's IRD number at the same time as you complete the birth registration form. You don't need to complete this form or provide verification at an authorised agent if you do this.

5. The completed application form will be kept by the person who verifies the application. They will forward the application to Inland Revenue. You will receive your IRD number within 8-10 working days of Inland Revenue receiving your application. To receive your IRD number through email and text message please ensure to provide consent at Question 8b.

## Notes

### Complete each part of form marked ■

An offshore person is someone who:

- is a New Zealand citizen and has been overseas for the past three years or more continuously, or
- doesn't have a New Zealand residency visa granted by Immigration New Zealand, or
- has a New Zealand residency class visa and has been overseas for the last twelve months continuously.

#### Question 1 - children under 16

- If you're applying 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're using a preferred name, which is different from your given name, you must provide a document 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. If not a street 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 8 - Contact information - Consent

By ticking the box at Question 8b you agree to receive your new IRD number by email. If you provided a mobile phone number, you will also receive a text message with your new IRD number. Inland Revenue will take all reasonable steps to reduce any risk of unauthorised access or release of confidential information. If you don't provide consent, your IRD number will be mailed to the postal address you provided.

#### Question 9 - temporary tax exemption on foreign income (complete this question if you continue 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 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 your foreign income is tax exempt.

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

#### 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 (IR597)* form. You can get this from [www.ird.govt.nz](http://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've had identity verified in person and keep it for your records.**



OFFICE USE ONLY

--	--	--	--	--	--	--	--	--	--

IRD number issued/confirmed

# IRD number application - resident 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

8a. ■ **Contact information**

Mobile 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Daytime

Evening

Email 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

8b. ■ **Consent**

For the purposes of this application, I consent to receiving my IRD number by email or text message, or both, depending on the contact information I provided. 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.

## Tax exemption (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

## 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](http://www.ird.govt.nz) (search 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

Day Month Year

Please complete the applicant checklist on page 2.

**DO NOT post your application to Inland Revenue. Take this form with current supporting documents to a verifier.**

## Verifier use only

Information verified by

<input type="text"/>	<input type="text"/>
Print name	Name of organisation and branch

Date

Day Month Year

### Documents provided

**Adult**

Category A	<input type="radio"/> Yes	<input type="radio"/> No
Category B	<input type="radio"/> Yes	<input type="radio"/> No
Category C	<input type="radio"/> Yes	<input type="radio"/> No

(IRD verifier only - if Yes, please note reason Cat.C has been accepted)

**Child**

Category A	<input type="radio"/> Yes	<input type="radio"/> No
Category B	<input type="radio"/> Yes	<input type="radio"/> No
Linking document	<input type="radio"/> Yes	<input type="radio"/> No

Urgent  Yes  No *(if yes, please note the reason why urgent)*

### Notes

Identified by interview:  *(tick if applicable)*

Date interviewed

Day Month Year

Stamp