Inland Revenue
Te Tari Taake

IR1063 | December 2021

Registering as a bookkeeper

The guide below shows the key differences between having token access, being a nominated person and registering as a bookkeeper.

New token access will be discontinued from the 26th April 2019.

Inland Revenue recognition	Token Access	NOP	Book Keeper
Recognised Intermediary			√
Targeted messaging from Inland Revenue			√
Opportunity to test Inland Revenue products and services			√
Channel availability			
myIR	√	√	√
Phone		√	√
Spk2IR self service line			√
Agents 0800 line			√
Client on-boarding			
Signed engagement/authority letter			√
Immediate client access			√
Link customer initiated *Customer required to have myIR logon	√*	√	
Link intermediary initiated *Customer required to have myIR logon	√*		√
Client access			
Single myIR logon for all clients	√	√	√
Ability to manage favourites			√
Manage myIR logons			
Control level of staff access to client accounts**			√
Ability to manage staffs mail subscriptions			√
myIR access			
Intermediary centre			√
Manage subscriptions and alerts			√
Search submissions	√	√	√

Reporting	Token Access	NOP	Book Keeper
Client list report Available to Owners, Restricted administrators, and Administrators			√
Agency activity report Available to Owners, Restricted administrators, and Administrators			√
Web logon report Available to Owners only			√
PAYE & GST summary report	√	√	√
Transactions reports Can run report for transactions within each client account	√	√	√
Client registration			
Register client for new tax types			√
Automatically linked to the new tax type			√
Client return filing			
File returns for single client	√	√	√
Reassess client returns	√	√	√
Bulk file PAYE for multiple clients			√
Tailor return reminder alerts by client			√
Client correspondence			
View client letters	√	√	√
Tailor alerts for client letters			√
Retrieve all client letters in bulk			√
Send secure mail	√	√	√
Client payments and refunds			
Pay by direct debit from own bank account	√	√	√
Update refund bank accounts for clients	√	√	√
Limit ability for staff to update bank accounts*			√
Tailor payment reminder alerts by client			√

*Staff can be set to 'File' which means they cannot change refund bank accounts
**NOP access is controlled by the client and defaults to 'Full account access'