



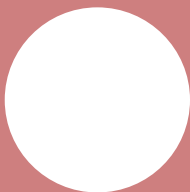
# Estate or trust return guide

## 2014

Read this guide to help you fill in your IR 6 return.

If you need more help, read our booklet *Trusts' and estates' income tax rules (IR 288)*.

Complete and send us your IR 6 return by 7 July 2014, unless you have an extension of time to file.



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**The information in this guide is based on current tax laws at the time of printing.**

# Contents

	<b>Page</b>
<b>Allocations of beneficiary income to a minor</b>	<b>5</b>
Exceptions to the minor beneficiary rule	5
Allocations and distributions	6
<b>Return due date</b>	<b>6</b>
<b>Questions</b>	<b>7</b>
Questions 1 to 6	7
Q 2 Name	7
Q 3–4 Postal address and phone number	7
Q 5 Business industry classification (BIC) code	7
Q 6 Bank account number	8
Q 7A Has the estate or trust ceased?	8
Q 7B Nil trust returns	9
Q 8 Types of estates and trusts	9
Q 9 New Zealand interest	11
Q 10 New Zealand dividends	13
Q 11 Māori authority distributions	15
Q 12 Partnership, estate or trust income	16
Q 13 Overseas income	17
Q 14 Look-through company (LTC) income	20
Q 15 Business or rental income	21
Q 16 Other income	22
Q 18 Income allocation	25
Q 19 Expenses	26
Q 20 Net losses brought forward	27
Q 21–22 Distributions to beneficiaries by foreign and non-complying trusts	28
Q 23 Additional disclosure of foreign investments	29
<b>IR 6B Estate or trust beneficiary details</b>	<b>30</b>
Q 24 Beneficiary income and calculation of tax, excluding minor beneficiaries	30
Q 24B Non-resident beneficiaries	30
Q 24I Paying the tax on beneficiary income, excluding minor beneficiaries	31
Q 24J Taxable distributions	31
Q 24K Calculation of tax	32

Q 24L	Beneficiary's share of overseas tax paid	32
Q 24N	Beneficiary's share of dividend imputation and payments for foreign dividends	32
Q 24P	Beneficiary's allocation of RWT and other credits	33
<b>Trustee income and calculation of tax</b>		<b>34</b>
Q 25C	Credit for tax paid overseas	34
Q 25E	Dividend imputation credits	34
Q 25G	Trustee use of RWT and other credits	35
Q 27	Refunds and/or transfers	35
Q 28	Initial provisional tax liability	38
Q 29	2015 provisional tax	39
	Which option to use	40
	Not taking reasonable care penalty	43
	Interest	43
	Election to be a provisional tax payer	44
	Change in balance date	44
	Tax pooling	44
	Payment dates	45
	How to make payments	46
	Late payment	46
	Self-assessment by taxpayers	47
<b>Services you may need</b>		<b>48</b>
	0800 self-service numbers	48
	Need to talk to us?	48
	Customer service quality monitoring	49
	Postal addresses	49
	Privacy	49
	If you have a complaint about our service	50

# Allocations of beneficiary income to a minor

A minor is defined as a New Zealand resident under the age of 16 years on the balance date of the trust.

Allocations of beneficiary income that the minor beneficiary rule applies to are treated as trustee income. This means they are:

- taxed at 33%
- included in the trustee's tax calculation in the IR 6 return, and
- included in the trustee's provisional tax calculations along with other trustee income.

The minor beneficiary should not include this income in their *Individual income tax return (IR 3)*.

Subject to the usual rules, the trustee will have to pay use-of-money interest on any underpayment. We will pay interest on any overpayment of provisional tax.

## Exceptions to the minor beneficiary rule

The following exceptions allow income allocated to a minor to be treated as beneficiary income, if the income:

- is derived by a minor for whom a child disability allowance is paid under the Social Security Act 1964, or
- is derived directly from either a group investment fund, the Māori trustee or a Māori authority, or
- allocated to each minor from the trust is \$1,000 or less in an income year. **Note:** If the \$1,000 threshold is exceeded, the total income allocated to the minor beneficiary is taxed as trustee income. For example, if a minor beneficiary is allocated \$1,200, the total allocation of \$1,200 is taxed at 33%.

There are further exceptions to the minor beneficiary rule that relate to the nature of the settlements on the trust. For further information, please see our *Tax Information Bulletin (TIB)* Vol 13, No 5 (May 2001).

## Allocations and distributions

Income of a trust is either trustee or beneficiary income. The trustee can allocate income as beneficiary income provided the income is either:

- paid to the beneficiary, or
- vests absolutely in the beneficiary in the income year.

Trust income treated as beneficiary income is taxable income of the beneficiary except as covered under minor beneficiaries.

A distribution can be made up of:

- (a) tax paid profits (trustee income or beneficiary income)
- (b) capital gains of the trust
- (c) corpus of the trust (the capital contributed to set up the trust)
- (d) (for a foreign trust) non-taxed profits such as foreign sourced income.

The tax position of a distribution from a trust depends on the type of trust making the distribution. See pages 9 to 11 of this guide.

Generally, a distribution to a beneficiary from a:

- (a) complying trust is not taxable, as it has already been taxed as either beneficiary or trustee income
- (b) foreign trust, to the extent it is not part of the corpus or capital gains, is taxable
- (c) non-complying trust, to the extent it is not part of the corpus, is taxable.

For further information see Questions 18, 21 and 22 in this guide.

## Return due date

If the estate or trust has a 31 March balance date you have until 7 July 2014 to send in the return, unless you have been granted an extension of time. If you have a balance date other than 31 March, the due date may be different. Call us on 0800 377 774 if you're not sure.

If the estate or trust is the client of an agent, it may have until 31 March 2015 to file the return. If this applies, contact the agent for more information.

# Questions

## Questions 1 to 6

The information in Questions 1 to 6 of the return helps us to be sure that any correspondence we send goes to the right person at the right address.

Fill in these questions only if the correct information is **not** printed on the return.

### Question 2 Name

If the estate or trust has changed its name since the last time a return was filed, please provide proof of the name change details so we can update our records, eg, the deed of trust.

### Questions 3 and 4 Postal address and phone number

If you have a new postal address, write the details at Question 3. If your new postal address is a PO Box number, please show your box lobby if you have one. If you're unsure please contact New Zealand Post.

If the estate or trust uses its tax agent's postal address, leave this panel blank. Your tax agent will let us know of any change of address when updating their client list. We ask for your daytime phone number at Question 4 in case we need to call you with questions about the return.

### Question 5 Business industry classification (BIC) code

We're required to supply the Accident Compensation Corporation (ACC) with a code for your business or trading activity, for levy classification and calculation.

If your BIC code isn't preprinted on the return or is different from the preprinted one, please enter the correct code.

To work out your main business or trading activity and its code, go to [www.businessdescription.co.nz](http://www.businessdescription.co.nz) or call ACC on 0800 222 776.

It's important that you choose the code which most accurately reflects your main business or trading activity.

### Note

Please provide the **code only**. Don't provide a description.

## Question 6 Bank account number

The fastest and safest way to get any refund is to have it direct credited to your bank account. If your bank account number isn't preprinted on the return form, write it in Box 6.

## Question 7A Has the estate or trust ceased?

If the estate or trust has ceased, include accounts showing the distribution of all assets and liabilities to the date the estate or trust was finalised.

If the estate or trust is registered for GST or as an employer, you'll need to complete a *Business cessation (IR 315)* form to finalise your records.



## Question 7B Nil trust returns

Where a trust has no prospect or intention of deriving any assessable income in a given financial year, please call us on 0800 377 774 with the name and IRD number of the trust so we can record that a return isn't required for that year.

However, if the trust receives any assessable income, eg, interest, the trustee must file a return, regardless of the amount of income derived.

If the trust subsequently derives assessable income in a future year, the trust must send in a return.

### Note

This only applies to trust returns. Estates are still required to file a return of income regardless of whether they have derived assessable income.

## Question 8 Types of estates and trusts

### Note

In this guide, the word "trust" also refers to estates unless we've stated otherwise.

The type of trust determines the way certain distributions are taxed in the hands of beneficiaries. There are three types of estates or trusts:

- complying
- foreign
- non-complying.

## Complying trust

A complying trust is one that has been taxed (or would have been liable for tax but had no taxable income for that income year) in New Zealand on all its trustee income since the date it began. Complying trusts include:

- trusts settled by New Zealand residents with New Zealand trustees
- estates of people who were New Zealand residents when they died
- other trusts that have elected to become complying trusts.

## Foreign trust

A foreign trust is one where no settlor of the trust has been resident in New Zealand since:

- 17 December 1987, or
- the date the trust was first settled, whichever was later.

## Non-complying trust

A trust that isn't a complying trust or a foreign trust is a non-complying trust. Generally, this is a trust:

- with a New Zealand-resident settlor, but non-resident trustees, or
- that hasn't been liable for, or hasn't paid, New Zealand tax on trustee income since first being settled.

## Election to change category of trust for tax purposes

New residents who have settled a trust before coming to New Zealand may, within 12 months of arrival, elect to pay New Zealand tax on future trustee income. Making this election will mean the trust becomes a complying trust for income derived on or after the date on which the election is made. If you want to make an election use an *Election to pay income tax on trustee income (IR 463)* form.

## Unit trust

A unit trust is treated as a company for tax purposes. If you're preparing a tax return for a unit trust, please complete a *Companies income tax return (IR 4)*.

## Group investment fund

If the income is:

- solely from Category B income, an IR 6 must be completed
- solely from Category A income, an IR 4 must be completed
- a combination of both Category A and Category B income, an IR 4 and IR 44E must be completed. Please read the notes in the IR 44E for further information.

## Superannuation schemes

A superannuation scheme that isn't registered with the Financial Markets Authority and doesn't allow investors to contribute will be treated as a trust for tax purposes and must file an IR 6 return.

## Question 9 New Zealand interest

Include interest from all New Zealand sources at Question 9.

The interest payer will usually send you an *RWT withholding certificate (IR 15)*, or similar statement, showing the gross interest paid and the amount of RWT deducted.

Write the total of all RWT deducted in Box 9A.

Add up all the gross interest amounts (before the deduction of any tax) and write the total in Box 9B.

### Note

If expenses are deductible against the interest income (eg, commission), claim them at Question 19. Read about expenses on page 26.

Don't send in any interest statements or IR 15 certificates with your return, but keep them in case we ask for them later.

## Interest on broken term deposits

If you've broken a term deposit during the year, you may have to account for "negative interest". This is interest repaid on a term deposit and may reduce the amount of interest to declare in your return.

If the term deposit was broken in full, or it was business related, deduct the negative interest from the gross interest shown on the IR 15 or equivalent statement.

Deduct the allowable negative interest component, using the worksheet below, before entering the gross amount at Box 9B on your return. In all other cases, the negative interest is deductible in a future income year when the term deposit matures.

### Worksheet

Copy your gross interest from your RWT withholding certificate to Box 1.

1  \$  .

Print any negative interest you've paid in Box 2.

2  \$  .

Subtract Box 2 from Box 1 and print the answer in Box 3. Copy this amount to Box 9B of your tax return.

3  \$  .

## Interest paid or charged by Inland Revenue

If we paid you interest, include it in Box 9B for the income year the trust received the interest.

If the trust paid us interest, include it as a deduction in Box 19 of the return for the income year the interest is paid. Read about expenses on page 26.

## Interest from overseas

If the trust received interest from overseas, convert your overseas interest and tax credits to New Zealand dollars and show the amounts at Question 13. Please read the notes about overseas income on pages 17 to 20.

## Income from financial arrangements

If the trust was a party to a financial arrangement, such as government stock, local authority stock, mortgage bonds, futures contracts or deferred property settlements, you may have to calculate the income or expenditure from the financial arrangement using a spreading method, rather than on a cash basis. To work out if you must use a spreading method, please read “Financial arrangements” on pages 24 to 25.

If the financial arrangement matures, is sold, remitted or transferred, you must do a “wash-up” calculation, known as a base price adjustment.

Any RWT will be deducted on a cash basis. Show the RWT deducted and any income from the financial arrangement in Boxes 9A and 9B.

## Question 10 New Zealand dividends

Dividends are the part of a company’s profits that it passes on to its shareholders. Unit trusts are treated as companies for income tax purposes. Distributions from unit trusts will generally be taxable and are treated as dividends.

### Note

If dividends are received from a qualifying company, all the trust’s cash and taxable bonus issue dividends derived from that qualifying company must be distributed by the trustees as beneficiary income to the beneficiaries (other than trustees or companies that are not qualifying companies).

Complete Question 10 if you received any New Zealand dividends, including dividends from your local electricity or gas supplier. Don’t include a dividend that’s a distribution of the trust’s capital and is tax free. The company or unit trust that paid you the dividend will send you a dividend statement.

**Don’t send any dividend statements with the return, but keep them in case we ask for them later.**

**Note**

If expenses are deductible against the dividend income, claim them at Question 19. Read about expenses on page 27.

**Credits attached to dividends**

A New Zealand company or unit trust may attach several types of credits to dividends.

“Imputation credits” are credits for part of the tax the company has already paid on its profits, which means the dividends aren’t taxed twice.

“Payment for a foreign dividend” is the credit for tax the company paid on dividends it received from overseas.

RWT is deducted from your dividend to bring the total credits withheld up to 33% of the gross dividend.

**What to show in your return**

Your dividend statements show the amount:

- you received (net dividend)
- of any imputation credits
- of any RWT totals or payment for foreign dividends.

Add all these amounts together to work out your total gross dividends and enter this in Box 10B.

Add up all the imputation credits and print the total in Box 10. Add any dividend RWT deducted and any payments for foreign dividends and print the total in Box 10A.

**Shares instead of dividends**

If the trust received shares instead of dividends, include them as income at Question 10. Write the amount as if you received dividends instead of shares.

**Dividends from overseas**

Please read about overseas income on pages 17 to 20 of this guide.

## Question 11 Māori authority distributions

Māori authorities can make various types of distributions.

Fill in Question 11 if you received any taxable Māori authority distributions. The Māori authority that paid you the distribution will send you a Māori authority distribution statement.

### Credits attached to distributions

The Māori authority may attach a credit to the distribution it makes to members. This credit will be classified as a “Māori authority credit”. It is usually part of the tax the Māori authority has already paid on its profits, which means the distributions aren’t taxed twice.

### What to show in your return

Your Māori authority distribution statement shows the amount of:

- the distribution made to you, including what portion is taxable and what portion is non-taxable
- Māori authority credit.

Transfer these amounts, leaving out any non-taxable distributions, to the relevant boxes at Question 11.

#### **Example**

A Māori authority makes a pre-tax profit of \$10,000. It pays tax on this profit of \$1,750 (Māori authority tax rate of 17.5%) and distributes the entire profit to its 10 members. Each member will receive \$825 as a cash distribution and \$175 of Māori authority credits.

Each member of the authority who has to file an IR 6 return would show the following information at Question 11:

Box 11A – \$175

Box 11B – \$1,000 (made up of \$825 + \$175)

## Non-taxable distribution

You don't need to include in the IR 6 return any other distributions received from a Māori authority that aren't taxable in the hands of a Māori authority member. These amounts are non-taxable distributions and can't have credits attached.

For more information read our *Māori authority guide* (IR 487).

## Question 12 Partnership, estate or trust income

### Partnership

If the estate or trust received any income from a partnership, write the details at Question 12.

Don't include:

- interest and RWT (include these at Question 9)
- any dividend imputation credits (include these in Box 10)
- any overseas income and qualifying tax credits attached (include these at Question 13).

### Estate or trust

If income is received from a foreign or non-complying trust, complete a *Schedule of beneficiary's estate or trust income* (IR 307) and attach it to the return.

Add up all the other income from partnerships, complying and foreign trusts, and write the total in Box 12B. Add up any other tax credits and write the total in Box 12A.

Don't include:

- any dividend imputation credits (include these in Box 10)
- any overseas income and qualifying tax credits attached (include these at Question 13)
- any taxable distributions from a non-complying trust.

Calculate the tax on taxable distributions from non-complying trusts separately (at 45 cents in the dollar) and add it to the tax on trustee income in Box 25B on page 3 of the return.



## Losses from limited partnerships

If the estate or trust is claiming a loss from a limited partnership and you need help working out the amount that can be claimed, go to **www.ird.govt.nz** (keywords: limited partnership).

## Question 13 Overseas income

If the trust received overseas income, eg, interest or financial arrangements, show this at Question 13.

Convert all overseas income and qualifying overseas tax paid to New Zealand dollars. You can do this by:

- using the rates available on **www.ird.govt.nz** (keywords: overseas currencies)
- using the mid-month telegraph buying rates in our leaflet *Conversion of overseas income to New Zealand currency (IR 270)*
- contacting the overseas section of a trading bank and asking for the exchange rate for the day you received your overseas income.

Include gross income before deducting any tax credits at Box 13B. Credit for tax paid overseas will be limited to the amount of New Zealand tax payable on that income. For more information about foreign tax credits read *A guide to foreign investment funds and the fair dividend rate (IR 461)*, pages 25 to 29.

If the estate or trust received income from a foreign investment fund (FIF) or a controlled foreign company (CFC), see pages 18 and 19.

Staple proof of tax paid overseas to page 3 of the return.

If the income was received from a financial arrangement, please read our *Tax Information Bulletin (TIB)*, Vol 20, No 3 (April 2008).

## Overseas dividends

There are two situations covering the treatment of overseas dividends. The trust will need to determine which of the following applies to their foreign investments:

- If the shares have FIF income or loss calculated, don't include any dividends paid from these shares on the IR 6 return. Instead, show the calculated FIF income or loss at Box 13B.

- If the shares are covered by one of the FIF exclusions (see information below), show the dividends at Box 13B.

In either situation, include any qualifying overseas tax credits attached to the dividends at Box 13A. For more information about foreign tax credits read *A guide to foreign investment funds and the fair dividend rate (IR 461)*, pages 25 to 29.

Some Australian dividends can have New Zealand imputation credits attached. Include these at Box 10.

Please note you can't claim Australian franking credits.

### FIF income or loss

If at any time during the 2014 income year the trust held rights such as shares, units or an entitlement to benefit in any foreign company, foreign unit trust, foreign superannuation scheme or foreign life insurance policy, the trustees may be required to calculate FIF income or loss. Generally, the trustees will use the fair dividend rate to calculate FIF income. The trustees may also need to file an additional FIF disclosure form. See Question 23 on page 29.

The main exclusions from an interest in a FIF are:

- investments in certain Australian resident companies listed on approved indices on the Australian stock exchange, that maintain franking accounts. Investments covered in the list are available in the *Australian share exemption list (IR 871)*
- interest in certain Australian unit trusts
- limited exemptions for interests in certain venture capital interests that move offshore (for 10 income years from the income year in which the company migrates from New Zealand)
- a 10% or greater interest in a CFC
- a trustee of certain trusts who holds, at all times in the income year, FIFs with a total cost of \$50,000 or less and doesn't choose to return FIF income.

Further information on the exclusions and the FIF rules is available at [www.ird.govt.nz/toii/fif](http://www.ird.govt.nz/toii/fif) and the *Tax Information Bulletin (TIB)* Vol 19, No 3 (April 2007) and Vol 19, No 6 (July 2007).

## **CFC income or loss**

If at any time during the 2014 income year the trust has attributed CFC income or loss, the trustees or beneficiaries may be required to calculate this in their own income tax return(s).

A loss from a CFC can't be used to offset domestic income or be included in domestic losses that are carried forward to the 2015 income year. Generally, these losses can only offset income or future income from CFCs that are resident in the same country as the CFC that incurred the loss.

The trustees may also need to file an additional CFC disclosure form. See Question 23 on page 29.

## **Investments in portfolio investment entities (PIEs) and portfolio investor attributed income/loss**

If you receive dividends from a PIE that is a listed company and doesn't use your prescribed investor rate (PIR), you may choose whether to include the dividends in your return.

The attributed PIE income/loss is included in the estate or trust's return for the period that includes the end of the PIE's income year. PIEs usually have a 31 March balance date.

The amount of income derived by the estate or trust as a distribution by a PIE is excluded income of the estate or trust other than fully imputed dividends from a PIE that is a listed company and doesn't use your PIR.

**Further information is available in our guide *Information for trustees who invest in PIEs (IR 856)*.**

## Question 14 Look-through company (LTC) income

If the estate or trust received any tax credits and/or income from an LTC write the details at Question 14.

Don't include any of the following types of income received from an LTC at Question 14:

- interest and RWT (include these at Question 9)
- any imputation credits, dividend RWT and gross dividends (include these at Question 10)
- Māori authority distributions and credits (include these at Question 11)
- any overseas income and qualifying tax credits attached (include these at Question 13)
- rental income (include this at Question 15).

Deductions (expenses) against LTC income are limited if the owner (shareholder) doesn't have sufficient owner's basis (equity) in the company. If your deductions have been limited you should have been advised of the amount of your non-allowable deductions this year.

If you had any non-allowable deductions brought forward from last year and there's no limitation on your attributed deductions for this year, you may be able to claim some, or all, of the brought forward amount this year.

### Note

The LTC will normally supply information about non-allowable deductions and any other information required to complete your return.

## What to show on your return

- Add up all other tax credits received from the LTC and print the total in Box 14A.
- Add up all LTC income not already included elsewhere and print the total in Box 14B.
- Add up any non-allowable deductions this year and print the total in Box 14C.
- Add up any prior years' non-allowable deductions claimed this year and print the total in Box 14D.

If you have an amount in Box 14C, add this to Box 14B and put the total in Box 14E.

If you have an amount in Box 14D, subtract this from Box 14B and put the total in Box 14E.

If you don't have any amounts in Box 14C or Box 14D, then copy the amount from Box 14B to 14E.

Box 14E is your adjusted LTC income.

You can find more information about LTCs in the *Look-through companies (IR 879)* guide.

## Question 15 Business or rental income

If the estate or trust has business or rental income, you must attach either:

- a fully completed *Financial statements summary (IR 10)* form, or
- a set of the estate or trust's financial accounts for the year.

The IR 10 summarises the information we need from the financial accounts. If you complete an IR 10 you don't need to send us your financial accounts, but you still need to complete and keep them.

### Business income

Write the net profit in Box 15B. This is the amount of income or net loss after all allowable business expenditure has been deducted. If the total is a loss, put a minus sign in the last box at Box 15B. When calculating business income, you can use the *Schedule of business income (IR 3B)* form.

## Rental income

If there is rental income, print the net profit or loss (total rents minus expenses) in Box 15B. When calculating rental income you can use the *Rental income (IR 3R)* form.

## Attribution rule

Under the attribution rule, anyone whose actions cause an associated person (company, trust or partnership) to earn income, can be personally liable for tax on that income. If this rule applies to persons associated with your estate or trust, it will affect the amount of taxable income in this return.

## Question 16 Other income

At Question 16 show any other income received by the estate or trust, eg, income from:

- any undertaking or scheme
- sale of land and/or buildings
- sale of shares or other property
- sale of securities
- PAYE income, accrued to date of death and received later
- any schollar payments received by a trust.

If the estate or trust received any of the income listed above, read the following sections.

### Income from any undertaking or scheme

Profits made from any undertaking or scheme entered into for the purpose of making a profit, are taxable to the estate or trust. On a separate sheet of paper write down what the undertaking or scheme was and list the details of income and expenses from these undertakings and schemes. Staple it to page 3 of the return and include the total profit in Box 16B.

### Income from sale of land and/or buildings

Profits from the sale of land and/or buildings will be taxable if the estate or trust:

- buys a property for resale
- buys and sells land and/or buildings as a business
- trades as a builder and improves a property before selling it.

These profits may be taxable if the estate or trust:

- subdivides land and sells sections, or
- has a change in designation on its property under the Resource Management Act 1991 and sells it within 10 years of buying.

Write details of any sales on a separate sheet of paper and attach it to page 3 of the return. Include total profits in Box 16B.

### **Income from sale of shares or other property**

Profits from the sale of shares or other property are taxable if the estate or trust:

- buys and sells shares or other property as a business
- buys shares or other property for the purpose of resale
- buys shares or property to make a profit.

List the details of income and expenses from these sales on a sheet of paper and staple it to page 3 of the return. Include the total profit in Box 16B.

### **Sale or disposal of assets**

There are a number of rules that apply to the sale or disposal of assets. For further information read our guides *Depreciation (IR 260)*, *General depreciation rates (IR 265)*, or *Historic depreciation rates (IR 267)*.

### **Losses from sale of land, buildings, shares that aren't FIFs, or other property**

If the estate or trust has made a loss and can show that if it had made a profit it would have been taxable, it may be able to claim the loss as a deduction.

Write the details of the loss on a separate sheet of paper and attach it to page 3 of the return. Show the loss with a minus sign in the last box at Box 16B. Include details of other profits or losses made from similar sales, whether in this tax year or earlier.

### **Financial arrangements**

An estate or trust can account for income from financial arrangements on either a cash or accrual basis provided they meet the criteria to use the cash basis method. Financial arrangements

include government stock, futures contracts and deferred property settlements. Changes to the rules for the treatment of financial arrangements have split the rules into two sets.

Generally, the first set applies to financial arrangements entered into before 20 May 1999 and the second applies to financial arrangements entered into on or after this date.

Both sets of rules require the income or expenditure to be spread over the term of the financial arrangement. However, both sets of rules allow some exceptions from these spreading provisions for the estate of a deceased person if, at the date of death, the person was:

- a cash basis holder (under the first set of rules), or
- a cash basis person (under the second set of rules).

The deceased person is a **cash basis holder** if:

- they held financial arrangements of \$600,000 or less in value, or
- the income derived from the financial arrangements was \$70,000 or less, and
- the difference between the amount calculated on a cash or accruals basis was \$20,000 or less during that income year.

The deceased person is a **cash basis person** if:

- the value of all financial arrangements added together is less than \$1 million, or
- the value of the income or expenditure from the financial arrangement is less than \$100,000, and
- the deferral of income or expenditure using the cash method rather than an accrual method is less than \$40,000.

Under both sets of rules, if the deceased person was a cash basis holder or cash basis person at the date of death, the concession applies in the year of death and up to four succeeding years.

## Sale or maturity of financial arrangements

Whether or not the exemption from the spreading methods explained earlier applies, when a financial arrangement matures or is sold, remitted or transferred, a “wash-up” calculation known as a base-price adjustment must be carried out. The



calculation ensures that the total gains or losses from the financial arrangement are brought to account.

If you need any information on calculating a base-price adjustment please call us on 0800 443 773.

### **PAYE income accrued to date of death**

The following types of PAYE income must be returned by the estate if it is accrued to the date of death and subsequently received by the estate:

- salary or wages
- holiday pay or other leave payments
- director's fees
- any other PAYE income (includes schedular payments).

Include the total gross amount in Box 16B and any tax credits in Box 16A. This income is assessed as trustee income.

## **Question 18 Income allocation**

The total income in Box 17B must be allocated. If the amount is a loss don't show it in Boxes 18A and/or 18B.

### **Question 18A – Beneficiary income excluding minor beneficiaries**

Beneficiary income is income of an estate or trust that is totally allocated to the beneficiary during the year, or is paid or applied for the beneficiary's benefit during the year or within six months after the end of that year. This total must reconcile with the combined totals of Boxes 24H on the IR 6B.

### **Timing of allocation of beneficiary income**

Allocation of income to a beneficiary must be made by the later of the following:

- six months after balance date, or
- the earlier of:
  - the date on which the trustee files the return of income for the income year, or
  - the date by which the trustee must file a return for the income year.

**Example**

A family trust is allocating income to beneficiaries for the year ended 31 March 2014. The trust return is due on 7 July 2014. The income should be allocated by the later of the following:

- 30 September 2014, or
- the earlier of:
  - the date the trustee filed the IR 6 2014 return, or
  - 7 July 2014.

If the trust has a tax agent, the extension of time for filing income tax returns may apply.

**Question 18B – Trustee income including minor beneficiaries**

Trustee income is any income generated by an estate or trust that isn't beneficiary income, see "Question 18A – Beneficiary income" on page 25. It includes income accrued to date of death and received afterwards.

**Accrued income and non-apportionment clauses**

As a general rule, accrued income to date of death is retained by the trustee and becomes part of the capital of the estate. This income is treated as trustee income.

However, where the will of the deceased taxpayer contains a non-apportionment clause, the beneficiary is entitled to receive the income accrued to date of death. So, if the accrued income is paid to the beneficiary, it's treated as beneficiary income.

**Question 19 Expenses**

The estate or trust may have incurred expenses in generating its income, for example:

- commission deducted from interest or dividends
- expenses for return preparation
- deductible trustee charges.

If these expenses haven't been claimed elsewhere in the return, write the amount claimed in Box 19.

## Question 20 Net losses brought forward

There are two types of losses the estate or trust can bring forward.

### Specified activity net losses

These are net losses from before the 1991 income year, which were limited to \$10,000. If the estate or trust made a profit from a specified activity, the estate or trust can offset it without limitation against net losses brought forward from this activity. If the net losses exceed the profit, the estate or trust can offset up to \$10,000 against other income in the return.

### Other net losses

All losses incurred from the 1991 income year onwards and other net losses that weren't limited before 1991 (including any net loss resulting from excess imputation credits) are "other net losses".

Enter the total of all specified activity net losses and other net losses the estate or trust can bring forward to 2014 in Box 20A. Enter the amount the estate or trust has offset against 2014 income in Box 20B.

#### Note

You'll find the amount of net loss the estate or trust has to bring forward on the loss notice we sent you with the 2013 income tax assessment. If you don't have a loss notice, enter the details from your own records.

If the estate or trust can't offset any losses in 2014, enter "0.00" in Box 20B.

## Questions 21 and 22 Distributions to beneficiaries by foreign and non-complying trusts

### Question 21 – Distributions

A distribution is any income or property of the trust that is totally allocated to a beneficiary or is paid or applied for a beneficiary's benefit. It includes any property or service disposed of or provided to:

- a beneficiary for less than market value, or
- the trust by a beneficiary for greater than market value.

At Question 21 print the total amount of distributions made to beneficiaries during the year.

Attach a separate schedule showing the source (eg, accumulated trustee income or profit from the sale of buildings) and the amount of each distribution.

### Question 22 – Taxable distributions

A taxable distribution is one made to a beneficiary by a foreign or non-complying trust that isn't beneficiary income or a distribution:

- from the corpus\* of the trust, or
- in the case of a foreign trust, distribution of capital profits that aren't included in the taxable income of the trust except when derived from transactions with associated persons.

Write the total taxable distributions made to beneficiaries during the year in Box 22.

### Where to include taxable distributions

Include the amount of the taxable distribution made to each beneficiary in the beneficiary's panel of the IR 6B:

- in Box 24G if the trust is a foreign trust, or
- in Box 24J if the trust is a non-complying trust.

For tax payable on taxable distributions see Question 24J on page 31.

\* Corpus is an amount equal to the market value at the date of settlement of any property settled on a trust. For more information read our guide *Trusts' and estates' income tax rules* (IR 288).

Special rules exist to work out what each distribution comprises, to decide whether a taxable distribution has been made. These rules are explained in our guide *Trusts' and estates' income tax rules* (IR 288).

### **Schedule of beneficiary's estate or trust income**

Each beneficiary (excluding minor beneficiaries) must attach a completed *Schedule of beneficiary's estate or trust income* (IR 307) to their individual tax return if they receive income from a foreign or non-complying trust.

It's helpful if the trustee or agent also provides a completed IR 307 when advising beneficiaries of their share of trust income. Beneficiaries don't then need to contact the trustee or agent when completing their own returns.

## **Question 23 Additional disclosure of foreign investments**

If you calculated CFC or FIF income at Question 13 you may be required to complete an additional disclosure form for that investment.

If the trust is not widely held or a PIE, you may not require an additional disclosure if the investments are in countries New Zealand has a double tax agreement with as at 31 March 2013, and have used the fair dividend rate or comparative value method.

If the trust is widely held or a PIE you are required to file an additional disclosure.

Go to **www.ird.govt.nz** (keywords: disclosure requirements) for full details of the disclosure requirements and the appropriate form(s).

If you need assistance making a CFC or FIF disclosure please call 0800 443 773.

## IR 6B Estate or trust beneficiary details

### Question 24 Beneficiary income and calculation of tax, excluding minor beneficiaries

See Question 18A on pages 25 and 26 for the definition of beneficiary income. Complete the details on the IR 6B for each beneficiary and ensure an IRD number is shown for each. If you don't have the beneficiary's IRD number please write their full name, address and date of birth.

### Question 24B Non-resident beneficiaries

Please make sure you answer Question 24B about residency. This lets us work out correctly how the beneficiary income should be taxed.

All non-resident taxpayers' records are dealt with at our Non-resident Centre. Include all New Zealand-sourced income derived by each non-resident beneficiary in Boxes 24C, 24D, 24E, 24F and 24G.

#### Non-resident passive income

Non-resident passive income is interest, dividends and royalties for the supply of scientific, technical, industrial or commercial knowledge. These types of income are subject to NRWT (non-resident withholding tax) if the income has a New Zealand source.

This tax is deducted when the non-resident passive income is paid or credited to a non-resident beneficiary. The rates and methods of calculating the tax on a non-resident beneficiary's share of income differ according to the type of income derived and the country the beneficiary is resident in.

Include **all** income derived by each non-resident beneficiary in Boxes 24C, 24D, 24E, 24F and 24G.

## Paying NRWT

When paying non-resident passive income to a non-resident beneficiary, the trust must complete certain forms and pay NRWT.

If you need more help, see our *NRWT–payer’s guide (IR 291)*.

When calculating the amount of income liable for income tax at the ordinary rates, don’t include non-resident passive income or any overseas income in the taxable income figure in Box 24H for non-resident beneficiaries. Remember, the combined totals at Boxes 24H must reconcile with the total of Box 18A.

Add up all income that isn’t non-resident passive income and enter the total in Box 24H. Income tax on the non-resident beneficiary’s share of this income will be assessed in the normal way, through the estate or trust if the income is sourced in New Zealand.

## Question 24I Paying the tax on beneficiary income, excluding minor beneficiaries

If the estate or trust isn’t paying the tax on behalf of the beneficiaries, complete Boxes 24A to 24J and then only Boxes 24L, 24N and 24P.

If the estate or trust is paying the tax on behalf of the beneficiaries complete all Boxes 24A to 24S.

## Question 24J Taxable distributions

Taxable distributions by a non-complying trust are taxable to the beneficiary at a flat rate of 45 cents in the dollar. Show these taxable distributions to each beneficiary in Box 24J and the tax in Box 24R. Include taxable distributions by a foreign trust with the other income in Box 24G.

## Question 24K Calculation of tax

Calculate tax on taxable income of beneficiaries, using the tax rates below.

2014 annual tax rates income range	Tax rate
Income to \$14,000	10.5%
\$14,001 – \$48,000	17.5%
\$48,001 – \$70,000	30.0%
\$70,001 and over	33.0%

## Question 24L Beneficiary's share of overseas tax paid

Allocate any tax paid overseas to beneficiaries on the same basis as the allocation of income.

Minor beneficiaries' share of overseas tax is to be offset against tax payable on trustee income.

If the overseas tax paid (Box 24L) allocated to a beneficiary is greater than the tax payable in Box 24K, print nil at Box 24M.

## Question 24N Beneficiary's share of dividend imputation and payments for foreign dividends

If dividends have been allocated to a beneficiary, use the following formula to work out the credits attached to those dividends:

$$a \times \frac{b}{c}$$

- a is the total of all dividend imputation and payments for foreign dividends attached to all dividends distributed to beneficiaries during the income year
- b is the total distribution including capital distributions made to the particular beneficiary during the year
- c is the total distribution including capital distributions made to **all** beneficiaries during the year.



Show the beneficiary's share of imputation credits in Box 24N and payments for foreign dividends in Box 24P.

If the beneficiary's share of the imputation credits is larger than their tax payable in Box 24M, the excess credit can't be refunded. Write nil in Box 24O. The beneficiary should claim the balance of the unused imputation credits in their tax return.

Minor beneficiaries' share of dividend imputation credits and payments for foreign dividends is to be offset against tax payable on trustee income.

## Question 24P Beneficiary's allocation of RWT and other credits

Minor beneficiaries' allocation of RWT and other credits is to be offset against tax payable on trustee income.

Ensure that you include the following amounts in Box 24P for each beneficiary:

- allocation of RWT (Boxes 9A and 10A)
- share of Māori authority credits (Box 11A)
- share of partnership, estate or trust tax credits (Box 12A)
- share of LTC tax credits (Box 14A).

### Note

Don't include any amounts already shown in either Boxes 24L or 24N of the IR 6B.

# Trustee income and calculation of tax

## Question 25C Credit for tax paid overseas

The amount of the credit claimed for tax paid overseas on trustee income is limited to the amount of New Zealand tax on that income.

## Question 25E Dividend imputation credits

If the trustee's share of the imputation credit exceeds the tax on trustee income at Box 25D, the excess credit can't be refunded. Write nil in Box 25F. The excess credit is converted to a net loss to carry forward to the following year.

To calculate the net loss to carry forward to 2015, use the worksheet on page 35. We'll send you a notice confirming the amount of loss to carry forward.

### Example

In this example the net loss to carry forward to the income year ending 31 March 2015 is \$151.00.

Trustee's share of imputation credits from Box 25E of the return.	<b>1</b> ▶	\$	350.00
Tax on trustee income from Box 25D of the return.	<b>2</b> ▶	\$	300.00
Subtract Box 2 from Box 1. Print your answer here.	<b>3</b> ▶	\$	50.00
Divide Box 3 by 0.33 (33%). Print your answer here.	<b>4</b> ▶	\$	(151.00)

**The amount in Box 4 is the net loss to carry forward to 2015.**

## Worksheet

Trustee's share of imputation credits from Box 25E of the return.

1 ▶ \$  .

Tax on trustee income from Box 25D of the return.

2 ▶ \$  .

Subtract Box 2 from Box 1.  
Print your answer here.

3 ▶ \$  .

Divide Box 3 by 0.33 (33%).  
Print your answer here.

4 ▶ \$  .

**The amount in Box 4 is the net loss to carry forward to 2015.**

## Question 25G Trustee use of RWT and other credits

Ensure that you include the following amounts in Box 25G:

- the trustees' allocation of RWT (Boxes 9A and 10A)
- the trustees' share of Māori authority credits (Box 11A)
- the trustees' share of partnership, estate or trust tax credits (Box 12A)
- the trustees' share of LTC tax credits (Box 14A)
- the total from Box 16A.

## Question 27 Refunds and/or transfers

If you're entitled to a refund you can:

- transfer it to arrears that are being paid off
- transfer all or part of it to the estate or trust's 2015 provisional tax
- have it direct credited to a bank or other deposit account, eg, a building society account.

If you've made payments towards your 2015 provisional tax and, after completing this return, find you have less or no provisional tax to pay, the overpayment can be included in the amount we refund or transfer. Print the overpaid amount in Box 27A.

## Direct credit

See page 8 for more information on how to have your refund direct credited to your bank account.

## Refunds of less than \$5

If your refund is less than \$5 it will be carried forward to your next tax assessment. We'll offset it against any amount you may owe us or add it to any refund. If you don't want it carried forward, please call us on 0800 377 774.

## Box 27H – Refund by cheque

If a bank account number is shown at Question 6 but you want to receive any refund by cheque, tick Box 27H.

## Transfers

If you'd like your refund ("the credit") transferred to another account or to arrears you're paying off by an instalment arrangement, you'll need to tell us what date you'd like it transferred. The date you choose depends on what tax has been overpaid and whose account you want the credit transferred to.

If the transfer is to arrears being paid off through an instalment arrangement, you'll need to include a note with your return, authorising the transfer. Please clearly indicate:

- that the transfer is to arrears currently under an instalment arrangement
- the name and IRD number of the taxpayer the transfer should be made to
- whether the taxpayer is an "associated taxpayer"
- the tax type and period
- the date you'd like the transfer to take place.

## Associated taxpayers

When transferring overpaid tax, associated taxpayers are:

- a company you're a shareholder-employee in
- a partner in the same partnership
- a relative (eg, child, parent, spouse, or partner)
- a trustee of a family trust you're a beneficiary of.

You can ask for your credit to be transferred at any date as long as it's not before the relevant date shown below.

## Transfer date

For credit transferred to your account or an associated person's account:

- If the credit is from excess tax deducted (eg, PAYE deducted), it's the day after your balance date (or 1 April if your balance date is before 31 March).
- If the credit is from overpaid provisional tax, it's the day you overpaid it.

### Note

Special rules apply if the return period has had tax pooling funds transferred in.

For credit transferred to a non-associated person's account, it's the later of the day you requested the transfer, or the day after you file your return.

## Future transfer dates

If you'd like your credit transferred at a date in the future, attach a note to the front of your return with details of:

- the amount you want transferred
- the account you want it transferred to, and if it's the account of an associated person
- the date you'd like it transferred.

If you don't tell us the date you'd like your credit transferred, we'll transfer it at a date we think gives you the greatest advantage. Contact us if you'd like to change the transfer date and tell us if this transfer is to cover a debt.

## Requesting transfers on the return form

Fill out the boxes on page 4 of your return if you'd like to transfer a credit to another account.

For credit transferred to your account/an associated person's account:

- it's the later of the day after your balance date (or 1 April if your balance date is before 31 March), or the due date in the account it's going to.

For credit transferred to the account of a non-associated person, it's the day after you file your return.

Contact us if you'd like to change the transfer date. Include the details of the account you want the credit to be transferred to and, if it's going to another person, tell us the transfer date.

## Question 28 Initial provisional tax liability

The estate or trust has an initial provisional tax liability if:

- it starts to derive gross income from a taxable activity, and
- it had not derived income from a taxable activity within the preceding four years.

A special rule applies for the payment of provisional tax for taxpayers with an initial provisional tax liability.

Provisional tax isn't normally payable if the residual income tax (RIT) for the previous year was \$2,500 or less. Most new businesses don't pay provisional tax in their first year of operation because there's no RIT from the previous year to base the calculation on.

However, if the estate or trust does need to pay provisional tax in its first year, it must pay by instalment dates beginning more than 30 days after the start of the taxable activity.

If you need help to work out whether the estate or trust has to pay provisional tax in its first year, read our guide *Provisional tax (IR 289)*.

Interest rules still apply from the estate or trust's relevant instalment dates.

The taxable activity start date will determine when the instalment interest will be calculated from.

Print the date the estate or trust started to derive income from the taxable activity in Box 28.

## **Interest rules for taxpayers with an initial provisional tax liability**

There are special rules that apply to the timing of when interest may be charged when an initial provisional tax liability arises.

Taxpayers with an initial provisional tax liability may be charged interest from the first, second or third instalment date. The instalment date that interest applies from is determined by the taxable activity's start date.

For estates and trusts whose balance date is 31 March, the start date for interest will be:

- 29 August, if the taxable activity started before 30 July of the same year
- 16 January, if the taxable activity started between 31 July and 16 December of the previous year
- 8 May, if the taxable activity started on or after 17 December of the previous year.

An estate or trust with a balance date other than 31 March generally pays provisional tax on the 28th day of the 5th, 9th and 13th months after the balance date.

## **Question 29 2015 provisional tax**

2015 provisional tax is charged for income the estate or trust will earn in the 2015 income year. It is payable in two, three or six equal instalments. There are three options for paying provisional tax—standard, estimation and ratio.

If the estate or trust's 2014 RIT is:

- \$2,500 or less it doesn't have to pay provisional tax, although it can make voluntary payments
- more than \$2,500 but expected to be \$2,500 or less for 2015, it may estimate 2015 provisional tax at nil (read "Estimation option" opposite)

- more than \$2,500 and expected to be more than \$2,500 for 2015, it must pay 2015 provisional tax.

If you anticipate your RIT will exceed \$2,500 for the 2015 year, see “Interest” on page 43. You may be liable for interest from your first provisional tax instalment date.

## Which option to use

Estates or trusts can use either the standard or estimation options to pay their provisional tax. If they’re registered for GST they may also be able to use the ratio option.

### Standard option

Using the standard option, the estate or trust’s 2015 provisional tax will be equal to its 2014 RIT plus 5%. If you use this option enter **S** in Box 29A on the return and the amount of 2015 provisional tax in Box 29B.

If the estate or trust’s 2014 return hasn’t been filed by the first instalment date of 2015 provisional tax, the provisional tax is the 2013 RIT plus 10%.

### Estimation option

Estates or trusts can estimate their 2015 provisional tax. Trustees must include distributions to minor beneficiaries in their estimate. They can re-estimate any number of times up to their final instalment due date. If the estate or trust’s 2015 RIT is expected to be less than its 2014 RIT, estimating may prevent the estate or trust from paying more tax than it has to.

#### Note

An estimate must be “fair and reasonable” at each instalment it applies to. If you use this option see page 43 on “Not taking reasonable care penalty” and “Interest”. If you estimate your provisional tax, your instalments should be one-third of your estimation.

Use the worksheet on page 42 to calculate provisional tax using the estimation option. If you use this option enter **E** in Box 29A and the amount of 2015 provisional tax in Box 29B.



## Estimating provisional tax on beneficiary income

When working out the tax on estimated beneficiary income, calculate the tax separately for each beneficiary, including estimated tax credits where applicable. The table below shows the 2015 individual tax rates for provisional tax.

2015 annual tax rates income range	Tax rate
Income to \$14,000	10.5%
\$14,001 – \$48,000	17.5%
\$48,001 – \$70,000	30.0%
\$70,001 and over	33.0%

When using these tax rates to calculate 2015 provisional tax, you'll also need to estimate the tax credits the beneficiary may be entitled to.

## Use this worksheet to calculate the estate or trust's 2015 provisional tax using the estimation option.

Print the estate or trust's estimated 2015 income to be allocated in Box 1.

**1** ▶ \$  .

Estimated allocation of income:

• Beneficiary income

**2** ▶ \$  .

• Trustee income

**3** ▶ \$  .

Work out the tax on the amount in Box 2, using the rates on page 41. Print your answer in Box 4.

**4** ▶ \$  .

Multiply the amount in Box 3 by 0.33 (33%).

Print your answer in Box 5.

**5** ▶ \$  .

If the estate or trust is non-complying, multiply the estimated taxable distributions, if any, by 0.45 (45%).

Print your answer in Box 6.

**6** ▶ \$  .

Add Boxes 4, 5 and 6. Print your answer in Box 7.

**7** ▶ \$  .

Print the estimated 2015 credits (trustees' share only) in Box 8.

**8** ▶ \$  .

Subtract Box 8 from Box 7. Print your answer in Box 9.

**9** ▶ \$  .

Box 9 is the estate or trust's 2015 provisional tax.

**Copy it to Box 29B of the return and print E in Box 29A.**

Divide the amount in Box 9 by three to get the amount to pay for each instalment.

If you need more help read our guide *Provisional tax (IR 289)*.

## Ratio option

If the trust is GST-registered you may qualify to use the ratio option to calculate your provisional tax.

Only enter **R** at Box 29A if you've already elected to use the ratio option. Your application to use the ratio option must be made by phone or in writing before the beginning of the income year you want to use it in.

If you've already elected to use the ratio option and want to continue using it, enter **R** at Box 29A.

More information about the ratio option is in our guide *Provisional tax (IR 289)*.

## Not taking reasonable care penalty

When you estimate the estate or trust's 2015 provisional tax, your estimate must be fair and reasonable. If the 2015 RIT is greater than the provisional tax paid, you may be liable for a not taking reasonable care penalty of 20% of the underpaid provisional tax.

## Interest

Interest for estates or trusts is calculated only on tax on trustee income. Interest isn't calculated if all income is distributed to the beneficiaries.

Generally, if the estate or trust has paid too much provisional tax on trustee income we pay interest, or if it hasn't paid enough, we charge interest.

Interest the estate or trust pays is generally tax-deductible, while interest we pay is taxable income.

For more information about interest and penalties read our guide *Penalties and Interest (IR 240)*.

If we pay interest, it continues to accrue until the date we refund the overpaid tax, or apply it to another liability.

## Election to be a provisional tax payer

An estate or trust is a provisional tax payer for the 2015 year if its RIT for 2014 is more than \$2,500. If the 2014 RIT is \$2,500 or less, but the estate or trust paid provisional tax for that year, it may elect to be a provisional tax payer for 2015. This may affect the interest it may be entitled to for that year.

To elect to be a provisional tax payer for the 2015 year, attach a letter to the front of the return.

## Change in balance date

There are special rules about when provisional tax is due and how interest is calculated if there has been a change in balance date.

For more information read our guides *Penalties and Interest (IR 240)* and *Provisional tax (IR 289)*.

## Tax pooling

Tax pooling allows taxpayers to pool provisional tax payments, offsetting underpayments by overpayments within the same pool. This reduces their possible exposure to late payment penalties and use-of-money interest. The pooling arrangement is made through a commercial intermediary, who arranges for participating taxpayers to be charged or compensated for the offset. For more information about tax pooling, including a list of intermediaries, go to [www.ird.govt.nz](http://www.ird.govt.nz) (keywords: tax pooling).

## Payment dates

### 2015 provisional tax

Generally, an estate or trust with a 31 March balance date pays provisional tax by the following due dates:

- First instalment                      28 August 2014
- Second instalment                    15 January 2015
- Third instalment                      7 May 2015

An estate or trust with a balance date other than 31 March pays provisional tax on the 28th day of the 5th, 9th and 13th months after the balance date.

Where payments would otherwise be due on 28 December or 28 March the due date is extended to 15 January or 7 May.

These dates will alter if:

- the estate or trust is registered for GST, and
- the GST filing frequency is six-monthly, or
- provisional tax is paid by the ratio option.

If either of these situations apply to you, read our guide *Provisional tax (IR 289)*.

### 2014 end-of-year income tax

Estates or trusts that have an agent and an extension of time may have until 7 April 2015 to pay their tax. If you think this applies to you contact your agent for more information.

Otherwise an estate or trust with a balance date between 1 March and 30 September must pay its end-of-year income tax and any interest by 7 February 2015.

An estate or trust with a balance date between 1 October and 28 February must pay its end-of-year income tax by the 7th day of the month before the following year's balance date.

## How to make payments

You can make payments:

- electronically
- by credit or debit card
- by posting a cheque
- by using the drop box at Inland Revenue offices.

Electronic payments are made through your bank by:

- online banking
- automatic payment
- direct credit

When making electronic payments, include:

- your IRD number
- a tax type code
- the period the payment relates to

For full details on payment options go to

**[www.ird.govt.nz](http://www.ird.govt.nz)** (keywords: making payments) or read our guide *Making payments* (IR 584).

### Paying online by credit or debit card

You can also make all your online payments by credit or debit card. Westpac New Zealand charges a 1.42% convenience fee for each transaction. You won't have to pay this fee if you're making payments from overseas for a student loan or non-custodial child support.

For full details on paying online go to **[www.ird.govt.nz](http://www.ird.govt.nz)** and select "Make a payment" or read our guide *Making payments* (IR 584).

### Late payment

We will charge you interest if you don't make your tax payment by the due date. We may also charge you a late payment penalty if you miss a payment. If you have a good payment history with us we may contact you before we do this.

If your tax remains unpaid, we'll charge an initial 1% late payment penalty on the day after the due date. We'll charge a further 4% penalty if there's still an amount of unpaid tax (including penalties) seven days after the due date.

Every month the amount owing remains unpaid after the due date we'll charge a further 1% incremental penalty. Interest and late payment penalties are not charged on outstanding amounts of \$100 or less.

For information about child support penalties, please go to our website or call 0800 221 221.

## Arrangements

If you're unable to pay your tax by the due date, please call us. We'll look at your payment options, which may include an instalment arrangement, depending on your circumstances. Arrangements can be agreed on, before or after the due date for payment. There are greater reductions in the penalties charged if the arrangement is made before the due date. You can send us an instalment arrangement proposal online. Go to **[www.ird.govt.nz](http://www.ird.govt.nz) (keyword: arrangement)**.

## For more help

See our guide *Penalties and Interest (IR 240)*.

## Self-assessment by taxpayers

Taxpayers have to assess their own liability as part of their return filing obligations. We may amend your assessment if a correction is required.

If you dispute our assessment please read our factsheet *If you disagree with an assessment (IR 778)*. The four-month period for you to issue a notice of proposed adjustment (NOPA) to your self-assessment will start on the date Inland Revenue receives your return.

# Services you may need

## 0800 self-service numbers

This service is available seven days a week (any time, except between 5 am and 6 am) for a range of self-service options. Remember to have your IRD number with you when you call.

For access to individuals' personal information, such as account balances, you'll need to be enrolled for voice ID or have a personal identification number (PIN). You can enrol for voice ID by calling 0800 257 843 and reset an existing PIN by calling 0800 257 777.

Order publications and taxpacks	0800 257 773
Request a summary of earnings	0800 257 778
Request a personal tax summary	0800 257 444
Confirm a personal tax summary	0800 257 771
All other services	0800 257 777

When you call our self-service numbers, we'll ask you to say why you're calling. Our speech recognition system will then direct you to a self-service line where you can get the information you want. If you need to talk to us, your call will go direct to an advisor who has the specific information to help you.

## Need to talk to us?

You can call us on these numbers:

General tax, tax credits and refunds	0800 227 774
Employer enquiries	0800 377 772
General business tax	0800 377 774
Overdue returns and payments	0800 377 771

We're here to take your call between 8 am and 8 pm Monday to Friday and Saturday between 9 am and 1 pm (excluding child support calls). If you have an IRD number, remember to have it with you when you call.

For more information go to [www.ird.govt.nz/contact-us/](http://www.ird.govt.nz/contact-us/)



## Customer service quality monitoring

As part of our commitment to providing you with a quality service, we may record phone calls to and from our contact centres. Find out more about this policy or how to access your recorded information at [www.ird.govt.nz](http://www.ird.govt.nz) (**keywords: call recording**).

## Postal addresses

Payments	Returns	General correspondence
Inland Revenue PO Box 39050 Wellington Mail Centre Lower Hutt 5045	Inland Revenue PO Box 39090 Wellington Mail Centre Lower Hutt 5045	Inland Revenue PO Box 39010 Wellington Mail Centre Lower Hutt 5045

For a full list of addresses go to [www.ird.govt.nz/contact-us/](http://www.ird.govt.nz/contact-us/)

## 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) (**keyword: privacy**).

## If you have a complaint about our service

We're committed to providing you with a quality service. If there's a problem, we'd like to know about it and have the chance to fix it. You can call the staff member you've been dealing with or, if you're not satisfied, ask to speak with their team leader/manager. If your complaint is still unresolved you can contact our Complaints Management Service. For more information go to **[www.ird.govt.nz](http://www.ird.govt.nz)** (**keyword: complaints**) or call us on 0800 274 138 between 8 am and 5 pm weekdays.

If you disagree with how we've assessed your tax, you may need to follow a formal disputes process. For more information, read our factsheet, *If you disagree with an assessment (IR 778)*.



