

# Common Reporting Standard (CRS)

Inland Revenue User Guide



This CRS user guide provides instructions about how to register with and report to Inland Revenue for CRS purposes, and should be read in conjunction with the documents listed below.

The following documents are available on our website at [www.ird.govt.nz](http://www.ird.govt.nz) (Search keyword: CRS, and select Important AEOI and CRS documents):

- *Guidance on the CRS for AEOI (IR1048)*
- Standard for Automatic Exchange of Financial Information in Tax Matters: Implementation Handbook available on [www.oecd.org/ctp/exchange-of-tax-information/implementation-handbook-standard-for-automatic-exchange-of-financial-account-information-in-tax-matters.htm](http://www.oecd.org/ctp/exchange-of-tax-information/implementation-handbook-standard-for-automatic-exchange-of-financial-account-information-in-tax-matters.htm)
- *CRS: Due diligence and reporting obligations (IR1049)*
- CRS Schema

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**Note:** All figures are subject to change

## 2 Introduction

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### 2.1 Background

Globalisation has made it easier for people to invest outside of their jurisdiction of tax residence. This has provided opportunities for offshore tax evasion.

New Zealand (NZ) is one of many jurisdictions that has committed to a global initiative led by the Organisation for Economic Co-operation and Development (OECD) on the automatic exchange of financial account information using the CRS.

This information is required by law to be collected by financial institutions around the world for reporting to tax authorities. Tax authorities will exchange this information to ensure everyone pays the right amount of tax. Tax pays for services we all need and to improve the communities we live in.

Inland Revenue will act as an intermediary between New Zealand Financial Institutions (NZFI's) and reportable jurisdictions, in addition to providing services to collect and securely store CRS-related information from NZFI's and third party service providers. The collected information will then be transmitted in a timely manner through to the relevant jurisdictions.

Annual CRS reporting is between 1 April and 30 June for NZFIS's submitting information to Inland Revenue, for the previous reporting period ending 31 March. 30 September is the final date for Inland Revenue to exchange CRS information with other reportable jurisdictions.

### 2.2 Purpose

The purpose of this user guide is to provide information and guidance to NZ reporting entities.

You will learn how to:

- Register for the CRS
- Report your CRS disclosures
- Gain and grant access to third party services
- View history of your disclosures, and
- Cancel CRS registration.

### 2.3 Inland Revenue's Support Role

If you require assistance you can phone Inland Revenue on 0800 377 774, between 8.00am – 4.30pm Monday to Friday.

From a mobile or overseas, the phone number is +64 4 978 0779. Alternatively you can email us at [global.aeoi@ird.govt.nz](mailto:global.aeoi@ird.govt.nz)

### 2.4 Due Diligence

We expect all CRS-reporting entities to read and understand the CRS Due Diligence requirements available on our website [www.ird.govt.nz](http://www.ird.govt.nz) (keyword: CRS), before proceeding with the rest of the document.

#### 2.4.1 Nil reports

Nil reports are not required to be received by Inland Revenue; however a Nil Report can be filed in myIR. We expect NZFI's to fulfil their due diligence obligations, and retain these records for the statutory seven year period so that you can demonstrate your compliance, if required.

## 2.4.2 Reporting Options

Inland Revenue is providing three options for financial institutions to send their CRS disclosures. These are:

Filing Option	Description
<b>Online Form</b>	<ul style="list-style-type: none"> <li>Consists of online screens you complete in your myIR account.</li> <li>Screens consist of; Financial Institution contact information, account balance details, account holder information (individual or organisation), and payment information.</li> <li>Useful for Financial Institutions that have low volume disclosures.</li> </ul>
<b>Excel File</b>	<ul style="list-style-type: none"> <li>An Excel file that is uploaded via myIR.</li> <li>Option is suitable for Financial Institutions that have medium volume disclosures.</li> <li>Maximum number per Excel file is 1,000</li> <li>The Excel file consists of 3 tabs; General information, Account information and Controlling Persons information.</li> <li>Excel file is subject to change due to schema updates. The Excel file available via myIR will always be updated and is recommended that this be used each time you submit via the Excel file option.</li> </ul>
<b>XML</b>	<ul style="list-style-type: none"> <li>An XML file that is uploaded via myIR.</li> <li>This option is suitable for Financial Institutions that have a high volume of accounts to report and have the specific in-house capability to deal with the technical nature of XML.</li> <li>Validations run in myIR will not allow XML files to be submitted with errors.</li> <li>Maximum file size 200mb</li> </ul>

Each reporting option is discussed further in this user guide.

## 3 Registration

### 3.1 Register with Inland Revenue

Before a Financial Institution can register with Inland Revenue for the CRS to file disclosures, it will need to be registered with Inland Revenue and have an IRD number.

#### 3.1.1 With an IRD Number

If you have an IRD number, you will be able to register for the CRS via myIR. If you do not have a myIR account, you can create one on our website [www.ird.govt.nz](http://www.ird.govt.nz)

For more information about Reporting NZFI's, refer to Section 3 or the Inland Revenue *CRS Guidance (IR1048)* which can be found at [www.ird.govt.nz](http://www.ird.govt.nz)

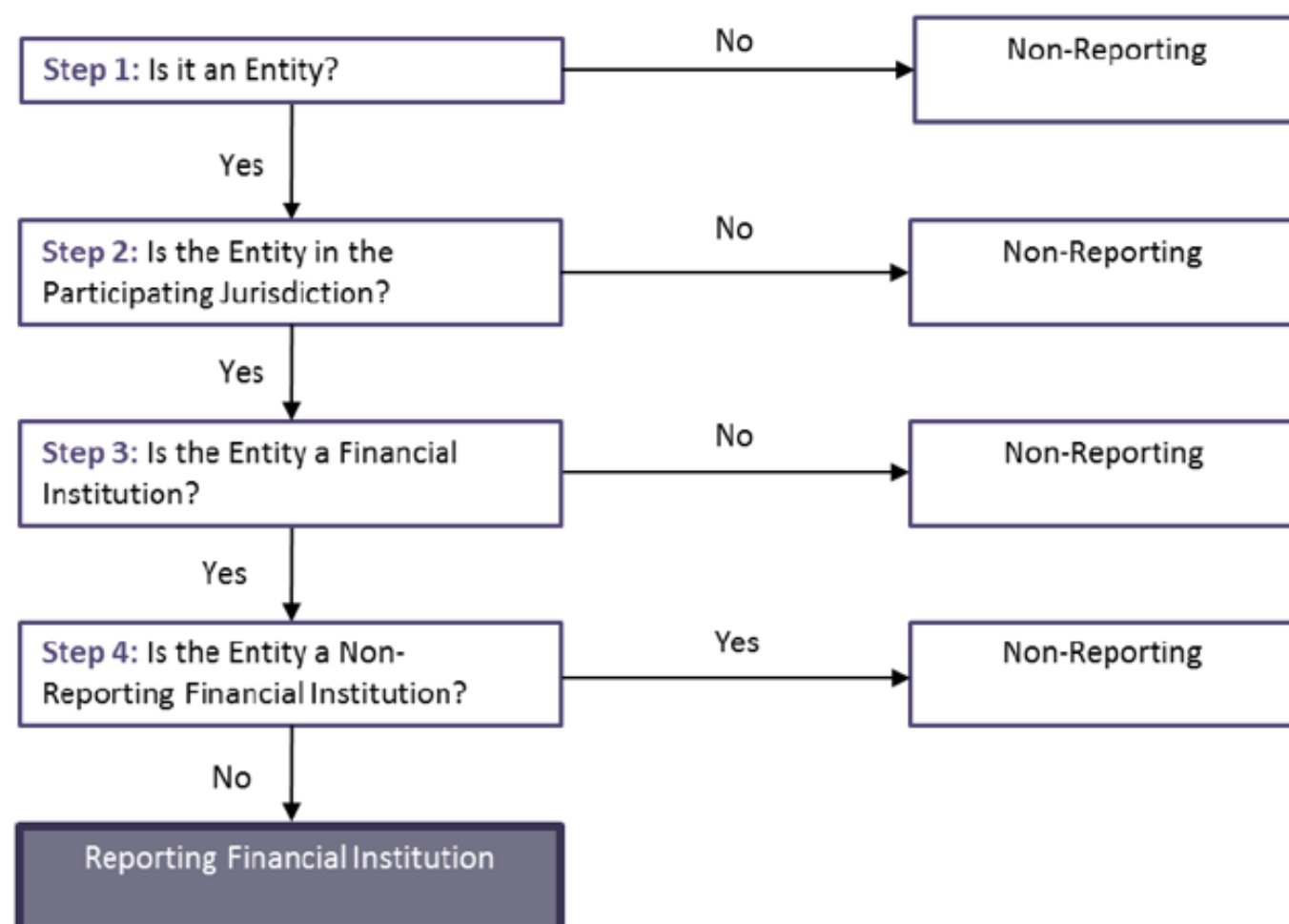
#### 3.1.2 Without an IRD Number

Customers without an IRD number will need to contact Inland Revenue via email ([global.aeoi@ird.govt.nz](mailto:global.aeoi@ird.govt.nz)) to discuss your situation.

### 3.2 Register for the CRS

To register for the CRS you will first need to determine if registration is required. This requires self-assessment based on the below questions. Further information regarding these questions can be found on [www.ird.govt.nz/crs](http://www.ird.govt.nz/crs)

**Figure 5: The steps to identify a Reporting Financial Institution**



Source CRS Imp HB p.35

### 3.2.1 Registration

If you have determined that you are required to register for CRS and have reporting obligations, you can register through myIR.

What you need:

- An active myIR account
- The date you want the CRS account to commence from.

To register via myIR:

1. Log on to your myIR account
2. Click Apply for **new account (tax type)**

Welcome to Inland Revenue's online services area [Privacy and Security Policy](#) | [Contact Us](#)

< myIR

≡ My business Welcome, Director Settings Log Off

---

**Ligon details**

- Director  
director@financialinstitution.com
- Last logged on 22-Mar-2018
- Balance: \$0.00

**Alerts**

- ✓ There are no alerts

**I want to...** [More >](#)

- [Apply for new account \(tax type\)](#)
- [Manage payments and returns](#)
- [Request an instalment arrangement](#)
- [Redeem a token](#)

3. Select the Financial Institution profile you want the CRS account to sit under then click **Next**.

Welcome to Inland Revenue's online services area [Privacy and Security Policy](#) | [Contact Us](#)

< myIR

≡ Apply for new account (tax type) Welcome, Director Settings Log Off

[My business](#) > Apply for new account (tax type)

---

**Account registration**

**PROFILES**

Select profile

**PROFILES**

Select profile

Are you:

☒ Registering for a new account (tax type) on an existing IRD number

Which profile do you want to use?

☒ Financial Institution

☐ Creating a new profile for this customer

Save Cancel Previous **Next**



4. Select the relevant tax type (Common Reporting Standard - CRS) from the list, and then click **Next**.

**Account registration**

**PROFILES**  
Select profile

**ACCOUNTS**  
Select accounts

**ACCOUNTS**  
Select accounts

**Select an account type**

The following account types are available for you to register on this profile:

- ☒ Common Reporting Standard (CRS)
- ☐ Foreign Account Tax Compliance Act (FATCA)
- ☐ Employer registration (EMP)
- ☐ Resident withholding tax (RWT)

5. Answer the questions to confirm you are a Financial Institution that needs to register for the CRS. Please make the Account registration start date 1 July 2017, as this was the CRS start date in NZ.

**ACCOUNTS**  
Common reporting standard (CRS)

Please answer the questions below to confirm that you can register for a CRS account.

Are you a financial institution?  
Yes No

Is the financial institution in New Zealand?  
Yes No

Are you excluded from reporting, either by the Common Reporting Standard, or by Inland Revenue?  
Yes No

Account registration start date  
22-Mar-2018

Save Cancel Previous Next

6. If the registration requirements have been satisfied, you need to confirm the Account start date.
- If they have not been met, you may not be required to register. Repeat the self-assessment outlined above, or contact Inland Revenue to discuss your registration.
  - If they have been met, select a date and click **Next**.
7. If you need to go make changes, click **Previous** to go back. You will also have the option to save the registration at any point and continue at a later time.
8. If no changes are required, review the start date and click **Submit**.
- After you have submitted your registration, we will send you a notification email to let you know your registration has been successful.

## 4 Online Services – Third Party Access

### 4.1 Grant third party access

#### Token Method

This allows your service provider or trustee to report on your behalf for CRS purposes using myIR.

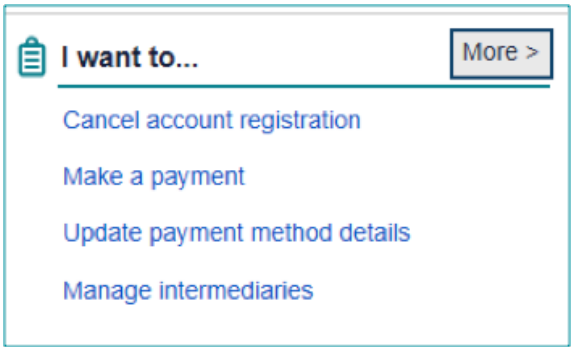
**Note:** Third party intermediaries or service providers are unable to register on behalf of NZFI's. This process only provides access for reporting purposes. However, tax agents are able to register and report on behalf of a client that they are linked to.

To grant access to a third party intermediary using the token method, this can be done through **Manage intermediaries** under your CRS account in myIR.

Here you will be able to determine the account permissions (*file, full account access, make payments or view*) that the third party will have and send them a token.

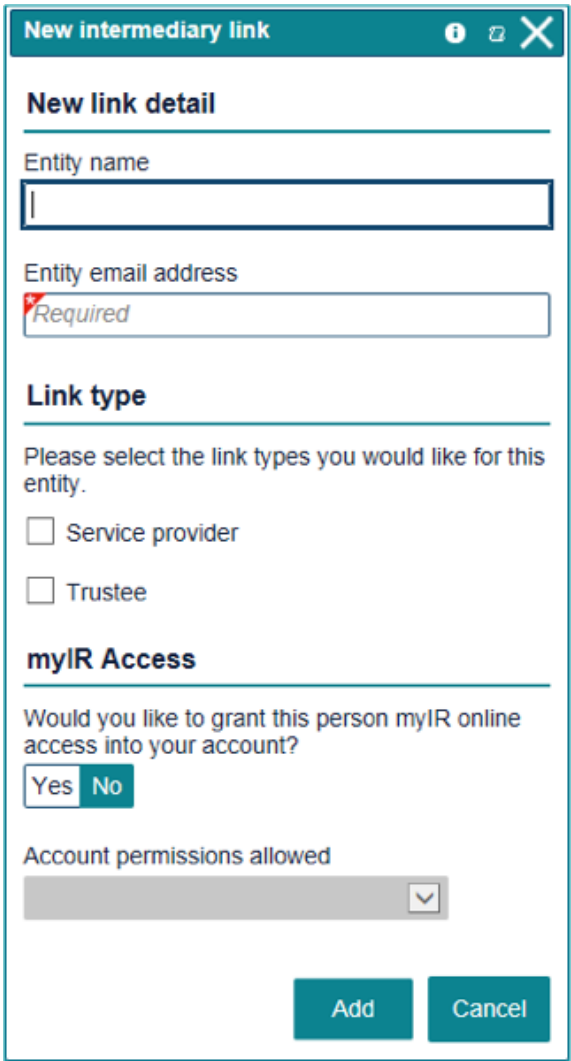
Before granting access, you will need:

- Active myIR accounts
  - The email address of the person you're granting access to; and your IRD number, which the intermediary will need to know. To grant access to the intermediary:
1. Go to Manage intermediaries. Read 'What to expect' and click **Next**.
  2. Click **Add a record**
  3. Complete the 'New intermediary link' form (figure 6) with the intermediary's details and the account permissions you want them to hold then Click **Add**.



The screenshot shows a menu titled "I want to..." with a "More >" button in the top right corner. Below the title, there are four blue links: "Cancel account registration", "Make a payment", "Update payment method details", and "Manage intermediaries".

Figure 5.



The screenshot shows the "New intermediary link" form. It has a teal header with the title "New intermediary link" and icons for help, refresh, and close. The form is divided into sections: "New link detail" with fields for "Entity name" and "Entity email address" (marked as "Required"); "Link type" with checkboxes for "Service provider" and "Trustee"; and "myIR Access" with a question "Would you like to grant this person myIR online access into your account?" and "Yes" / "No" buttons. At the bottom, there is a dropdown for "Account permissions allowed" and "Add" / "Cancel" buttons.

Figure 6.

4. Select the Financial Institution's IRD number from the drop down box then click **Next**.

**Note:** The third party will need to know this IRD number in order to verify their token.

### Validation Question

Please select the personal identifiable information new intermediaries know about you from the drop down list below:

▼

When new intermediaries redeem the token, they will be asked to provide the token code received in the email and this information about you.

Save Draft

Cancel

◀ Previous

Next ▶

5. Confirm the details and click **Submit**. This will send an email with a token to the third party intermediary to redeem in their myIR. Once they have access, you will be able update or cancel their access under your logon settings.

### Confirmation

Please review the following details prior to submission. Upon clicking submit, your request will be submitted to Inland Revenue.

By submitting, you confirm that all of the given information in this form is true and correct to the best of your knowledge.

The personal identifiable information your new intermediaries know about you.

#### New relationship(s)

Entity name	Entity email address	Service provider	Trustee	Account permissions allowed
Apple Bank Limited	applebank@applebank.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	File

Save Draft

Cancel

◀ Previous


Submit


## Access requests received via myIR

If a third party has requested third party intermediary access through their myIR, you will receive an email to approve or decline the request.

Clicking the link will redirect you to myIR, where you will be given further details of the request e.g. type of permission requested. If you weren't expecting this request you should decline it. Otherwise, select **Yes** and click **Submit** to approve third party access.

**Note:** If you receive a request for multiple accounts, you will not be able to decline one and accept others. Instead you need to decline or accept all.


**Inland Revenue**  
Te Tari Taake


**Redeem access request**

**1 Approve or reject**

### Approve or reject

#### Approve or decline request

Ben has requested Restricted User access to the following accounts.

Account type	Account permissions	Account ID
CRS	File	CRS007
FATCA	File	FAT006

2 Rows

Approving this request means the person named above will be able to access your accounts listed above. Would you like to approve access?


Please select yes or no


#### Access levels and account permissions


You have received this request by the name displayed on this page. They have asked your permission to access your Inland Revenue information. They have chosen an access role and account permissions for each account they are requesting. These are defined as follows.


Access role: Restricted users are the same as users, but they can only submit account-level requests. Restricted users who are also Tax Preparers can't link or delink customers, or make financial transfers.

Account permission:  
File: You can view everything, send mail, file returns and disclosures.


**Inland Revenue**  
Te Tari Taake


**Confirmation**


**Confirmation**


**Thank you for submitting this: Redeem access request**

Date received      **02-Feb-2018 10:11:48**

Confirmation number      **1-861-050-368**

Figure 10.

## 4.2 Gain third party Access

If you are a third party intermediary completing CRS reporting obligations on behalf of a client, you will need to approach the client to get a 'token' (one token for each client). Alternatively you can request access through your myIR account.

**IMPORTANT:** Tokens will expire after 24 hours. If the token expires, your client will have to issue you a new token.

### Access via token method

Once your client has sent the token, you will receive an email with the token.

To redeem the token you will need:

- A myIR account
- The token sent from client
- Your client's IRD number.

To gain access:

1. Login to **your** myIR and click Redeem Token.

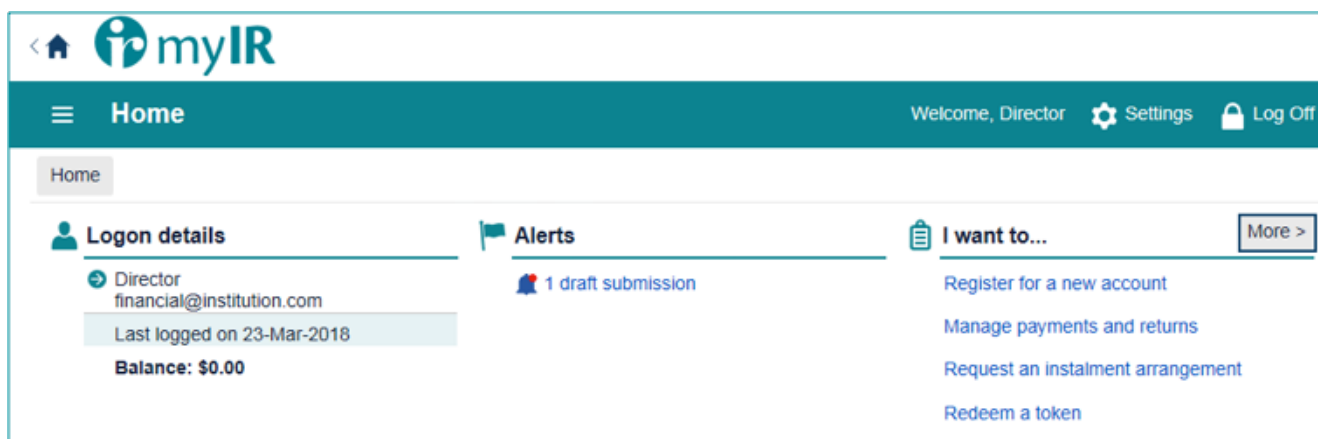


Figure 11.

2. Enter the token code and click **Next**.

Figure 12.

3. Enter the client's IRD number to the validate information and click **Submit**.

Figure 13.

## Request access via myIR method

To request access via myIR, you will need:

- A myIR account
- Your client's IRD number.

To request access in your myIR:

1. In your myIR homepage, click **Settings**.

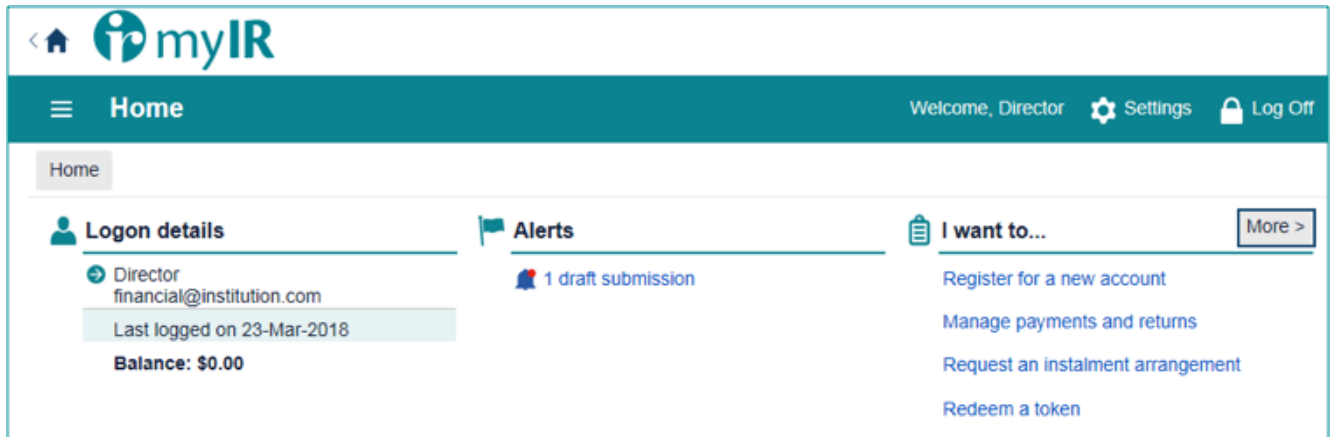


Figure 14.

2. In the Settings screen, click **Request access to another party**.

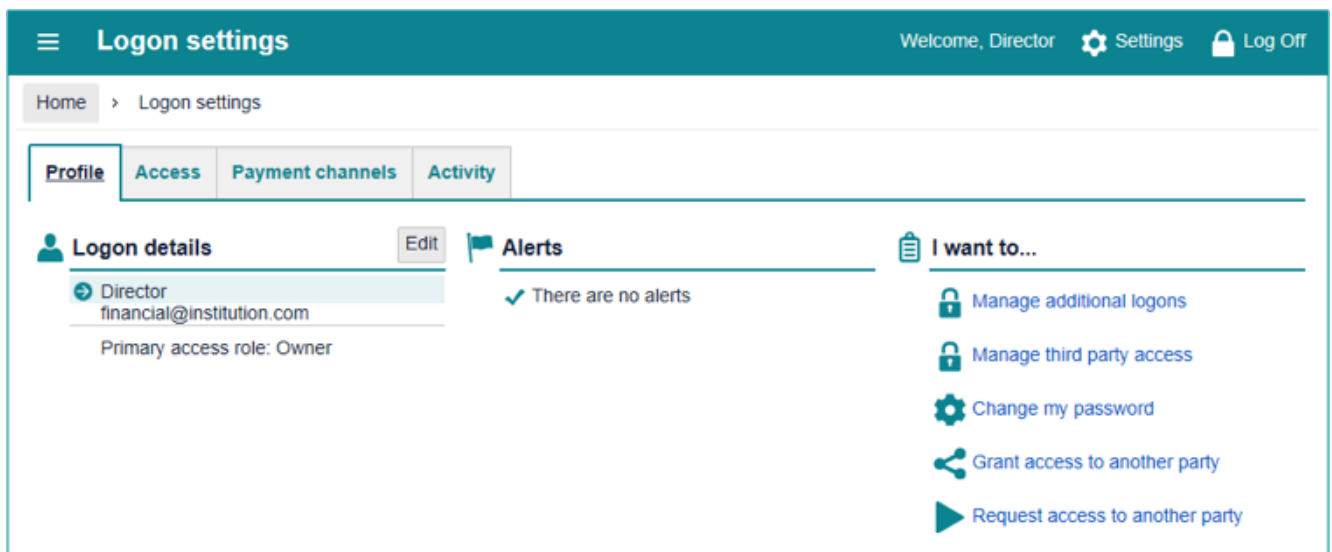


Figure 15.

- 3. Read What to expect, and click **Next**.
- 4. Complete the information required about the other party and click **Next**.

Get access to another party

Welcome, Director | Settings | Log Off

[My business](#) > [Logon settings](#) > **Get access to another party**

1 What to expect ✓

 > 

2 **Other party's details**

 > 

3 Select account access

 > 

4 Review

### Other party's details

#### Information required

Does the other party have an IRD number or a customer identifier?

IRD number

Customer identifier

Please enter their IRD number

Format: 022-222-222 or 222-222-222

#### Your name

What name should we refer to you by when we email the other party?

Director

Cancel

PreviousNext

- Figure 16.
- 5. In the Access Role section, select the access role you would like to have from the drop down box (user, restricted user or administrator).
  - 6. Next select whether you are granting access to an individual or non-individual from the next drop down box.

7. Select the CRS Account type and the appropriate permissions e.g. file, and click **Next**.

**myIR**

Get access to another party

Welcome, Director | Settings | Log Off

My business > Logon settings > Get access to another party

1 What to expect ✓ > 2 Other party's details ✓ > 3 Select account access > 4 Review

### Select account access

**Access role**

Which access role would you like to have for this party?

User

Users can only access accounts that an owner or administrator grants access to. Users can't access customer level mail but can view account-specific notices and letters.

Are you requesting to access an individual person or non-individual entity?

Non-Individual

**Select account(s) you wish to access**

Filter: Use this field to filter by keywords, dates, or numbers

Select	Account Type	Account permission
<input type="checkbox"/>	Approved Issuer Levy	
<input type="checkbox"/>	Account Information Provider	
<input checked="" type="checkbox"/>	Common Reporting Standard	
<input type="checkbox"/>	Dividend Withholding Tax	

Figure 17.

8. Review the details and click **Submit**. This will send your request to your client. When the client confirms the request, follow the 'Gain access by token method' steps above.

**myIR**

Get access to another party

Welcome, Director | Settings | Log Off

My business > Logon settings > Get access to another party

1 What to expect ✓ > 2 Other party's details ✓ > 3 Select account access ✓ > 4 Review

### Review

**Review request details**

Please review the information you have entered. To make any changes, select 'Previous'. To complete this request, select 'Submit'.

Please enter their IRD number

What name should we refer to you by when we email the other party?

Director

Which access role would you like to have for this party?

User

Are you requesting to access an individual person or non-individual entity?

Non-Individual

**Request access to the following account(s)**

Common Reporting Standard Full account access

Cancel Previous Submit

Figure 18.



## 5 Reporting via Online Form

As part of your CRS obligations, you are required to submit disclosure to Inland Revenue of all reportable accounts.

The first option available to financial institutions is the online form. The online form will be suitable for financial institutions that have a small number of accounts to report.

### 5.1 Submit a disclosure

1. Under your CRS account in myIR, click **Report by online form**.

When submitting via online form, any field that has a red flag throughout the online form is required.

The screenshot shows the myIR web interface for a CRS account. The top navigation bar includes a home icon, the myIR logo, a menu icon, and the text 'CRS'. On the right, it says 'Welcome, Director' with links for 'Settings' and 'Log Off'. Below the navigation bar, the breadcrumb 'My business > CRS' is visible. The main content area is divided into three sections: 'Account details' showing a financial institution name, a CRS ID, and a balance of \$0.00; 'Account alerts' showing a green checkmark and 'There are no alerts'; and 'I want to...' with links for 'Cancel account registration', 'Make a payment', 'Update payment method details', and 'Manage intermediaries'. Below these sections is a horizontal tab bar with 'Disclosures' selected, followed by 'Recent periods', 'Submitted', 'Correspondence', 'Registration details', and 'Logons'. The 'Disclosures' tab is active, showing a list of options: 'Report by CRS online form' (with description 'Manually enter a reportable account'), 'Report by CRS Excel file' (with description 'Upload an Excel file of new, corrected or deleted reportable accounts'), 'Report by CRS XML file upload' (with description 'Upload an XML file of reportable accounts'), 'Report a CRS nil disclosure' (with description 'If no accounts to report, submit a nil disclosure'), 'Review CRS reported accounts' (with description 'View reported accounts and correct or delete by online form'), and 'Review a CRS disclosure' (with description 'View submitted disclosures and the associated reported accounts').

Figure 19.

#### Reminder

Disclosures are required to be submitted to Inland Revenue between 1 April and 30 June for the previous tax year ending 31 March. For more information on reporting obligations refer Section 1.6 CRS Reporting – reportable accounts and undocumented accounts of the *Guidance on the CRS for AEOI (IR1048)* available on our website [www.ird.govt.nz/international/exchange/crs/important-aeoi-crs-documents/](http://www.ird.govt.nz/international/exchange/crs/important-aeoi-crs-documents/)

2. Add the contact details of the person submitting the CRS disclosure on behalf of the financial institution then click **Next**.  
Please provide: Contact person, phone number and email address, this is a free text field. These details assist us to contact the right person should there be any problems with the disclosure.

**Note:** This is a free text field.

**Note:** In the reporting period dropdown box you will have the ability to submit disclosures for previous reporting periods. However, you are unable to submit disclosures for future periods.

CRS account disclosure

Welcome, Director Settings Log Off

Home > CRS > CRS account disclosure

1 Financial institution >

### Financial institution

**CRS account disclosure**

To begin a CRS disclosure, complete the fields below, then click Next. After doing so, you will be able to add account information, the primary account holder, and controlling persons.

Sending company

Financial Institution

Contact info

Reporting period

31-Mar-2018

Save Draft

Cancel

< Previous

Next >

Figure 20.

3. Next, enter the account details (account number, balance and currency) as at 31 March for the relevant reporting year.

### Account info

**Enter account information**

Please complete the fields below, then click Next to continue.

Account number

Account balance

I acknowledge that the balance is zero.

☐

You must acknowledge that the balance is zero.

Select currency

Required

Account closed

☐

Account dormant

☐

Account undocumented

☐

Save Draft

Cancel

< Previous

Next >

Figure 21.

4. Enter the account holder details. The primary account holder dropdown box will have two options for you to choose; **Individual** or **Organisation**.

### Primary account holder

#### Primary account holder information

Please select the type of primary account holder.

The primary account holder is an Individual ▼

#### Enter individual information

Please complete the fields below, then click Next to continue.

First name Required  Middle name  Last name Required

Date of birth Required  Unknown D.O.B. ☐

#### Address

Country Required ▼

Street Required

Building  Floor  Suite

District  Post code  P.O. box

City Required  State / Province

#### Taxpayer Information

Country Required ▼ TIN Required  Unknown TIN ☐

[+ Add a country](#)

Figure 22.

### Primary account holder

#### Primary account holder information

Please select the type of primary account holder.

The primary account holder is an Organisation ▼

#### Enter organization information

Please complete the fields below, then click Next to continue.

Name Required

Select account holder type Required ▼

#### Address

Country Required ▼

Street Required

Building  Floor  Suite

District  Post code  P.O. box

City Required  State / Province

#### Taxpayer Information

Country Required ▼ TIN Required  Unknown TIN ☐

[+ Add a country](#)

Figure 23.

**Note:** If you need to add controlling persons, select Passive NFE with one or more controlling person that is a **Reportable Person** from the Select account holder type dropdown box. Once you complete the required Organisation information, click next to add the controlling persons.

5. To add controlling persons, click the **Add a controlling person** hyperlink.

Welcome to Inland Revenue's online services area [Privacy and Security Policy](#) | [Contact Us](#)

**myIR**

**CRS account disclosure** Welcome, Abel [Settings](#) [Log Off](#)

[My business](#) > [CRS](#) > **CRS account disclosure**

1 Financial institution ✓ > 2 Account information ✓ > 3 Primary account holder ✓ > **4 Add controlling persons** >

### Add controlling persons

**Add controlling persons**

You may add any number of controlling persons to this account by clicking Add a controlling person below. When you are done, click Next to continue.

[+ Add a controlling person](#)

[Save Draft](#) [Cancel](#) [Previous](#) [Next](#)

6. Complete the controlling person information and click **Next**.

**myIR**

**CRS account disclosure** Welcome, Blake [Settings](#) [Log Off](#)

[My business](#) > [CRS](#) > **CRS account disclosure**

institution ✓ > 2 Account information ✓ > 3 Primary account holder ✓ > 4 Add controlling persons ✓ > **5 Controlling person** >

### Controlling person

**Add a controlling person**

When you have completed all the fields below, click Next to save the controlling person or click Previous to cancel.

The controlling person is an

First name  Required Middle name  Last name  Required

Date of birth  Required Unknown D.O.B. ☐

#### Address

Country  Required

Street  Required

Building  Floor  Suite

District  Post code  P.O. box

City  Required State / Province

#### Taxpayer information

Country  Required TIN  Required Unknown TIN ☐

[+ Add a Country](#)

[Save Draft](#) [Cancel](#) [Previous](#) [Next](#)

7. If you need to add more controlling persons for an account, click the **Add a controlling person** and repeat the process. Otherwise click **Next**, and continue on with Payments.

8. Add any payments associated with account (dividends, gross proceeds/redemptions, interest or other). If there is more than one payment, you can add these by selecting 'Add another payment'. If there are no payments associated with the account, check the 'This account has no payments' box.

Figure 24.

9. Once completed you will be directed to the Review page to confirm the details of the disclosure. Once confirmed, tick the declaration and box and click **Submit**.
10. Once you have clicked submit, you will be given a submission confirmation. If you have multiple accounts to report, click **Report another account** and repeat the above process. Otherwise, click **OK** to finish.

Figure 25.

## 5.2 Draft disclosures

If for any reason you are not ready to submit an account report, you will be able to save your progress by clicking Save Draft.

**Note:** This option is only available for the Online Form.

To view, edit and submit or delete the draft disclosures:

1. Logon to myIR account and navigate to your CRS account
2. Under Account Alerts, Click **Draft submission**.

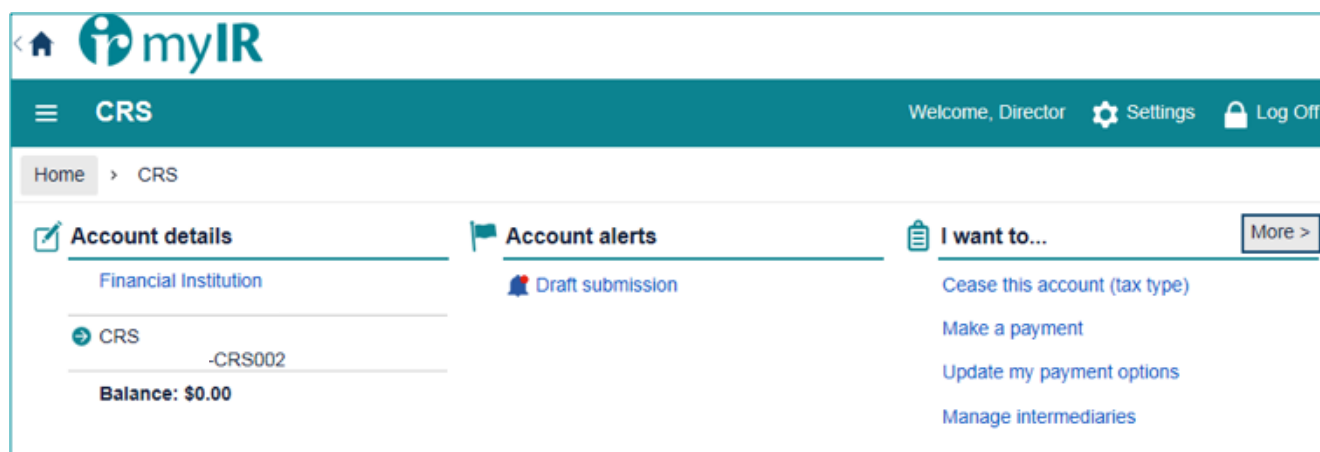


Figure 26.

3. Here you will be given a quick summary of who is submitting the disclosure and status. Under the **I Want To** menu on the right, you will have three options; *View submission*, *Edit submission* and *Delete Submission*.
  - **View Submission:** Click **View submission** to view submission only. You will not be able to edit or submit using this option.
  - **Edit submission:** Click **Edit submission** to continue and submit the drafted disclosure.
  - **Delete submission:** Click **Delete submission** to delete the drafted disclosure.

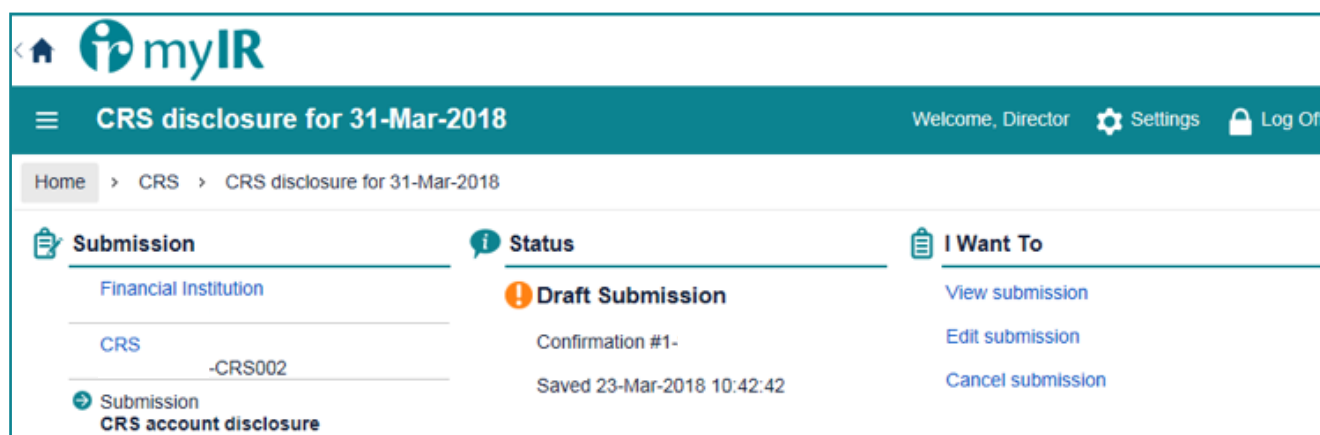


Figure 27.

**Note:** The draft disclosure will be saved for up to 60 days. During this period you can return to it anytime. Draft disclosures show under **Account alerts** in your CRS account in your myIR account or under Alerts in your myIR homepage.

### 5.3 Data validation and Corrections (Online form)

All disclosures are subject to data validation in myIR. This means you will not be able to submit and files to Inland Revenue containing errors until you fix these.

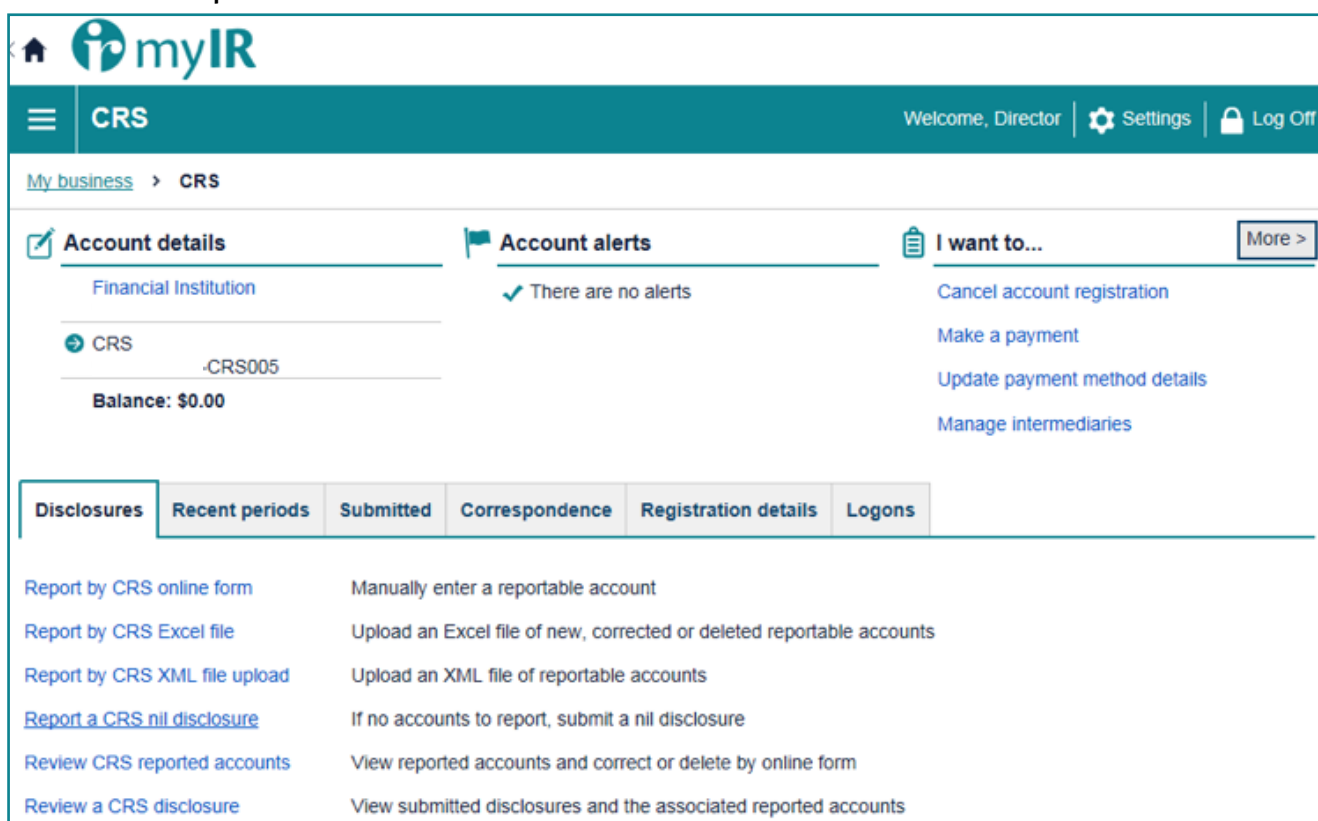
The full list of data validations is available through the following link  
[www.ird.govt.nz/international/exchange/crs/important-aeoi-crs-documents/](http://www.ird.govt.nz/international/exchange/crs/important-aeoi-crs-documents/)

If you have submitted an incorrect disclosure via online form or need to make corrections, you will have the following options to do so:

- can only be corrected via online form or using XML.

To correct or delete via online form:


1. Navigate to your CRS homepage in your myIR.
2. Click **Review CRS reported accounts**.



The screenshot shows the myIR CRS homepage. The top navigation bar includes a home icon, the myIR logo, a menu icon, and the text 'CRS'. On the right, it says 'Welcome, Director' with links for 'Settings' and 'Log Off'. Below the navigation bar, there's a breadcrumb 'My business > CRS'. The main content area is divided into three sections: 'Account details' showing 'Financial Institution', 'CRS', and 'Balance: \$0.00'; 'Account alerts' showing 'There are no alerts'; and 'I want to...' with links for 'Cancel account registration', 'Make a payment', 'Update payment method details', and 'Manage intermediaries'. Below these is a tabbed interface with 'Disclosures' selected. The 'Disclosures' tab shows a list of actions: 'Report by CRS online form' (Manually enter a reportable account), 'Report by CRS Excel file' (Upload an Excel file of new, corrected or deleted reportable accounts), 'Report by CRS XML file upload' (Upload an XML file of reportable accounts), 'Report a CRS nil disclosure' (If no accounts to report, submit a nil disclosure), 'Review CRS reported accounts' (View reported accounts and correct or delete by online form), and 'Review a CRS disclosure' (View submitted disclosures and the associated reported accounts).

Figure 28.

3. Search for the account you want to correct using account number and click **Search**.



The screenshot shows the 'Search accounts' form. It has a search icon and the title 'Search accounts'. There are two input fields: 'Account number' with a text box, and 'Reporting Period' with a dropdown menu showing '31-Mar-2018'.

Figure 29.

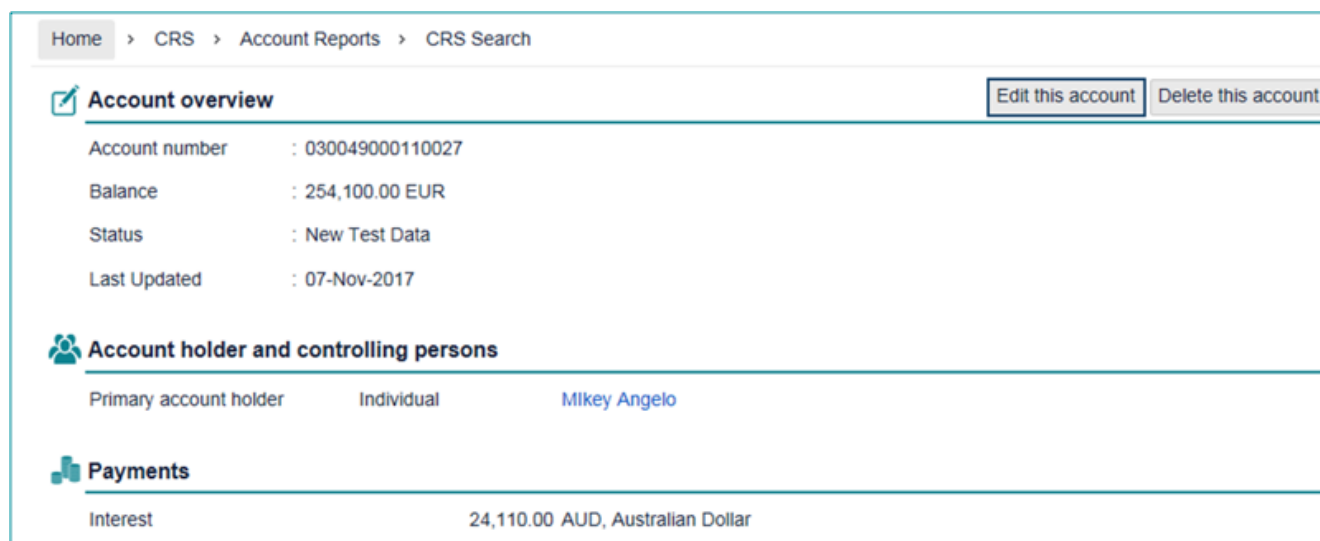
4. Click on the account number hyperlink.

Account list				
Account number	Account Holder	Id	Address	Status
<a href="#">030049000110027</a>	Mikey Angelo		154 Sewer Lane Sydney	

Figure 30.



5. You will then be given an **Account overview**. To correct the account click **Edit this account**. To delete, click **Delete this account**.



Home > CRS > Account Reports > CRS Search

**Account overview** [Edit this account](#) [Delete this account](#)

Account number	: 030049000110027
Balance	: 254,100.00 EUR
Status	: New Test Data
Last Updated	: 07-Nov-2017

**Account holder and controlling persons**

Primary account holder	Individual	Mikey Angelo
------------------------	------------	--------------

**Payments**

Interest	24,110.00 AUD, Australian Dollar
----------	----------------------------------

Figure 31.

6. You will then go through the online process (as above). Make the corrections required and click **Submit**. This will send the corrected account to Inland Revenue to be processed.

**Note:** Any corrections that need to be made via XML, will need to be submitted via **Report by CRS XML file upload**.

## 5.4 International errors

Reporting NZFI's will receive notification via myIR of errors in their disclosure that requires correction, as a result of the international exchange of their data. Specifically, account alerts within myIR will notify the Reporting NZFI that there are accounts in error. myIR users will see:

1. An Accounts in Error tab in the CRS section of your myIR account that will list the details of each of the error(s); and
2. Different views for:
  - a. Online form



Accounts Error tab

When the reportable account has been submitted via the online form or Excel file, the errors look like this in myIR.

Correct the error(s):

- Directly in myIR via the online form; or
- In your XML file and upload the corrected file into myIR.

Welcome to Inland Revenue's online services area

Privacy and Security Policy | Contact Us

< home myIR

CRS

Welcome, BOA | Settings | Log Off

My business > CRS

Account details

Bank of Auckland

CRS

-CRS003

Balance: \$0.00

Account alerts

There are no alerts

I want to...

Cancel account registration

Make a payment

Update payment method details

Manage intermediaries

Accounts in error

Disclosures

Recent periods

Submitted

Correspondence

Registration details

Logons

Accounts in error

Filter

Period	Account Number	Message Ref Id
31-Mar-2018	00701888-00	CRS-MultipleAccountReports
31-Mar-2018	00701696-00	CRS-MultipleAccountReports
31-Mar-2018	00700878-00	CRS-MultipleAccountReports
31-Mar-2018	00704263-00	CRS-MultipleAccountReports
31-Mar-2018	00705258-00	CRS-MultipleAccountReports
31-Mar-2018	00700259-00	CRS-MultipleAccountReports
31-Mar-2018	00654456-00	9.3162979747

Figure 32.

## 6 Reporting via Excel file upload

The Excel file reporting option is suitable for Financial Institutions with up to 1000 reportable accounts per file to be submitted. This option allows for Financial Institutions to submit more than one Excel file.

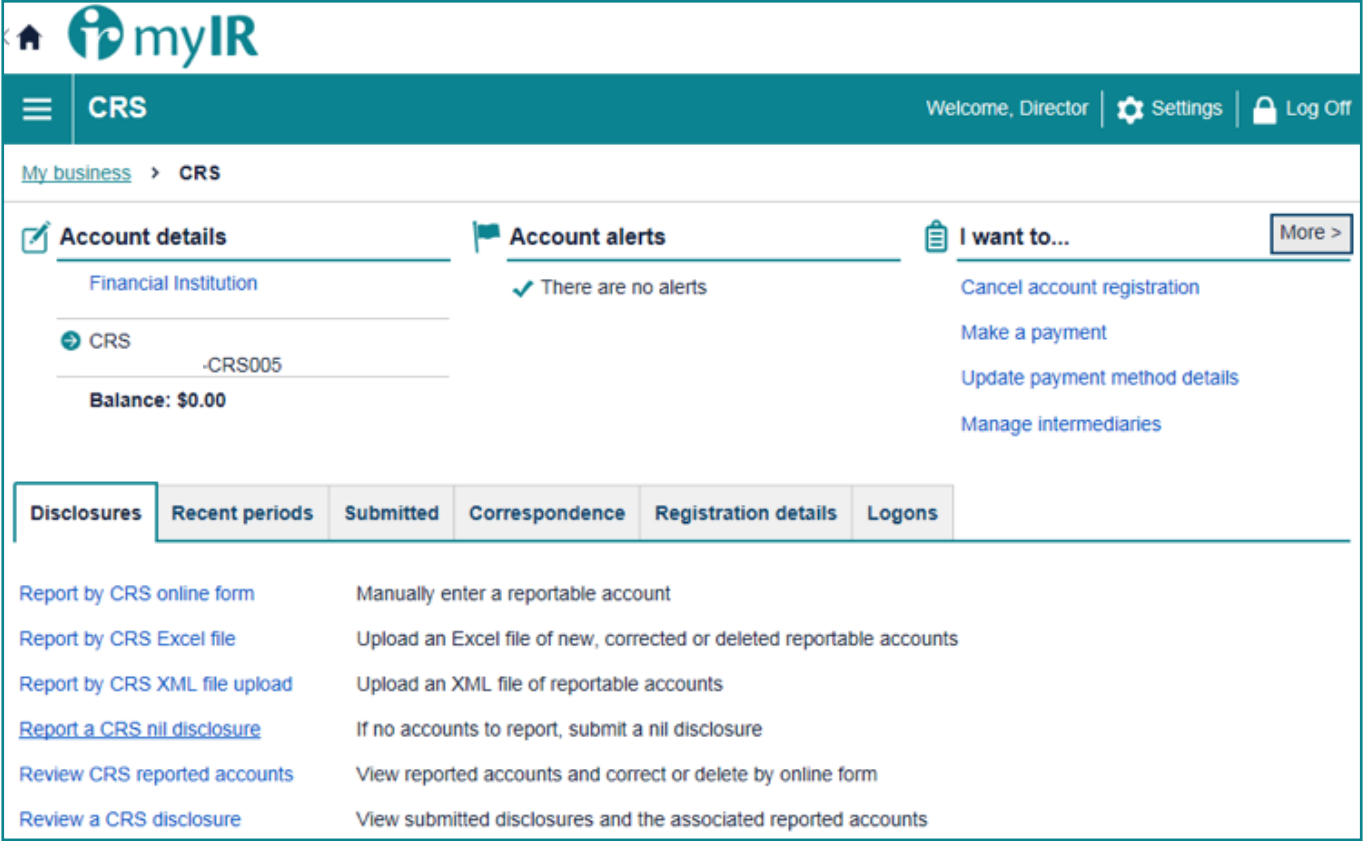


Figure 33.

**Reminder:**

Disclosures are required to be submitted to Inland Revenue between 1 April and 30 June for the previous tax year ending 31 March.

For more information on reporting obligations refer Section 1.6 CRS Reporting – reportable accounts and undocumented accounts of the *Guidance on the CRS for AEOI (IR1048)* available on our website [www.ird.govt.nz/international/exchange/crs/important-aeoi-crs-documents/](http://www.ird.govt.nz/international/exchange/crs/important-aeoi-crs-documents/)

## 6.1 Excel file

The excel file is split into three tabs, consisting of:

**General information tab** – in the **Contact** field, enter who is submitting the disclosure. Please provide a name, emails address and phone number. In the **Reporting period end date**, enter the reporting period.

### CRS disclosure - general information

Sender information	
Contact	
Reporting period end date	31 March 2018

#### Instructions

**Remember to save** this downloaded CRS reporting file into your own computer environment. This file retains normal MS Excel features and has a maximum 1,000 record count per file. If you have more than 1,000 records you will need to submit more than one file. This Excel reporting file is subject to change, please ensure you are using the current version, downloaded from your myIR account.

#### General information tab

Complete information about who is submitting the disclosure, their contact details (name, email address and phone number) and reporting period. This allows us to know who to contact if there are any questions with the disclosure.

#### Account Holders tab (financial account information)

Enter information about a reportable account, each row represents an account.

Joint accounts will require a separate row for each account holder.

When completing Column J (Individual or organisational account holder) choose:

Individual, or Organisation - then enter your information into the relevant fields.

Dropdown lists: Choose the relevant option for the reportable account.

If the dropdown option = TRUE, this means 'YES' and refers to the column title.

If the dropdown option = FALSE, this means 'NO' and refers to the column title.

If the account holder has multiple countries of tax residence / TINs, these require separate columns (Q to V) for each country / TIN - maximum of three countries of tax residence / TINs.

#### Controlling Persons tab (controlling person information)

Enter information about the controlling person(s) of a reportable account, each row represents a controlling person. An account with more than one controlling person, will require a separate row for each controlling person.

Enter information under all of the columns.

Column A (Account number) dropdown list automatically populates the account numbers from the Account Holders tab. Please ensure you choose the correct account number you need to report controlling persons for.

If the controlling person has multiple countries of tax residence / TINs, these require separate columns (columns B to G) for each country / TIN - maximum of three countries of tax residence / TINs.

**Remember to save** your information!

Figure 34.

**Account Holders tab** – account holder information. Complete the information under each column, including:

- Account number
- Account balance (as at 31 March)
- Payment information and related payments
- Account holder details e.g. individual or organisation, account holder name, date of birth, country of tax residence, TIN and address.

**Note:** The Excel file will allow up to and including **three** foreign TIN's, countries per account holder. If there are more than three TINs for an individual associated with an accountable report, then the NZFI is able to use the online form or XML. Joint accounts require a separate row for each account holder.

CRS disclosure - account holder information					
Account information					
Account number	Account balance	Dividends	Interest	Gross proceeds / Redemptions	Other income

Figure 35.

**Controlling Persons tab** – complete the controlling persons information in this tab including:

- Account number
- Tax residence
- TIN
- Name
- Date of Birth
- Address
- Controlling person type.

**Note:** When selecting bank account number from the dropdown box, click the drop down arrow and scroll up. The Excel file will allow up to and including **three** foreign TIN's, countries per account controlling person. If there are more than three TIN's, then the NZFI is able to use the online form or XML.

CRS disclosure - controlling person information			
Reference	Controlling person information		
Account number	Tax residence country one	Tax identification number (TIN) for country one	Tax residence country two

Figure 36.

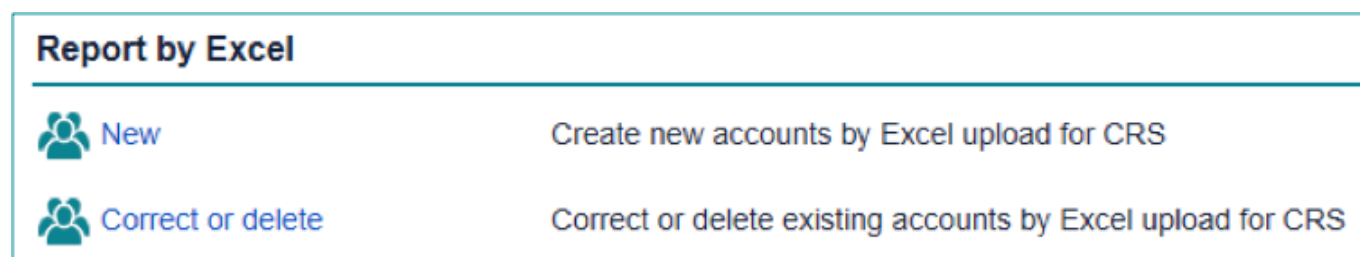
**Important:** The Excel file is subject to change. You must use the up to date version available for download via myIR.

**Note:** Make sure you save a copy of your Excel disclosure in your own system.

## 6.2 Submit via Excel file

Use the Report by CRS Excel file option in your CRS account in myIR to submit your disclosure.

Report by CRS Excel file gives you two options, 'New' and 'Correct or Delete'.





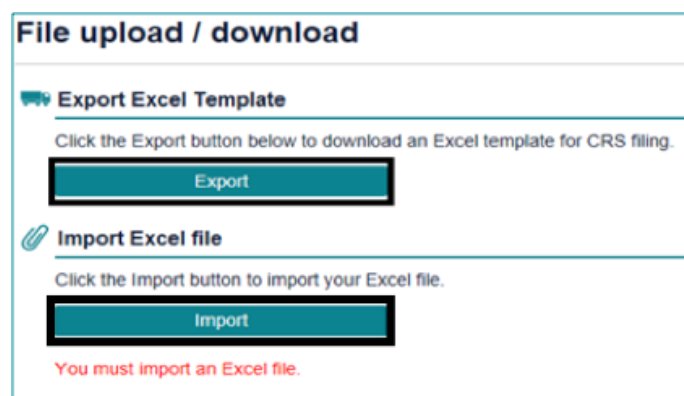
Report by Excel	
 <b>New</b>	Create new accounts by Excel upload for CRS
 <b>Correct or delete</b>	Correct or delete existing accounts by Excel upload for CRS


Figure 37.

Under **New** you will be given two options; 'Export' and 'Import'.

- **Export:** Click **Export** to access the Excel file. You can download this to your own system.
- **Import:** Click **Import** to upload and submit your disclosure to Inland Revenue.




### File upload / download

 **Export Excel Template**

Click the Export button below to download an Excel template for CRS filing.

**Export**

 **Import Excel file**

Click the Import button to import your Excel file.

**Import**

You must import an Excel file.

Figure 38.

1. To submit an Excel file, click **Import**. Click **Browse**, and then select the relevant file from your own system to upload into myIR.
2. Once selected, click **Import**.



Select a file to import:




Browse...

**Import** **Cancel**

Figure 39.

**Tip:** To help keep track of your reportable accounts, use the Excel file as a record keeping tool throughout the year.

## 6.3 Excel data validation and corrections

All disclosures are subject to data validation in myIR. This means you will not be able to submit any Excel files to Inland Revenue containing errors until you have fixed them.

The full list of data validations is available through the following link.

[www.ird.govt.nz/international/exchange/crs/important-aeoi-crs-documents/](http://www.ird.govt.nz/international/exchange/crs/important-aeoi-crs-documents/)

If you have submitted an incorrect disclosure via Excel file upload or need to make corrections, you can make corrections:

- via online form, Excel upload or XML.

**Important:** the correct function can't be used to delete records.



To correct disclosures via Excel Upload

- 1. In your CRS homepage click Report by Excel
- 2. As discussed in section 6.2, you have two options **New** and **Correct or delete**. To correct, click **Correct or delete**.

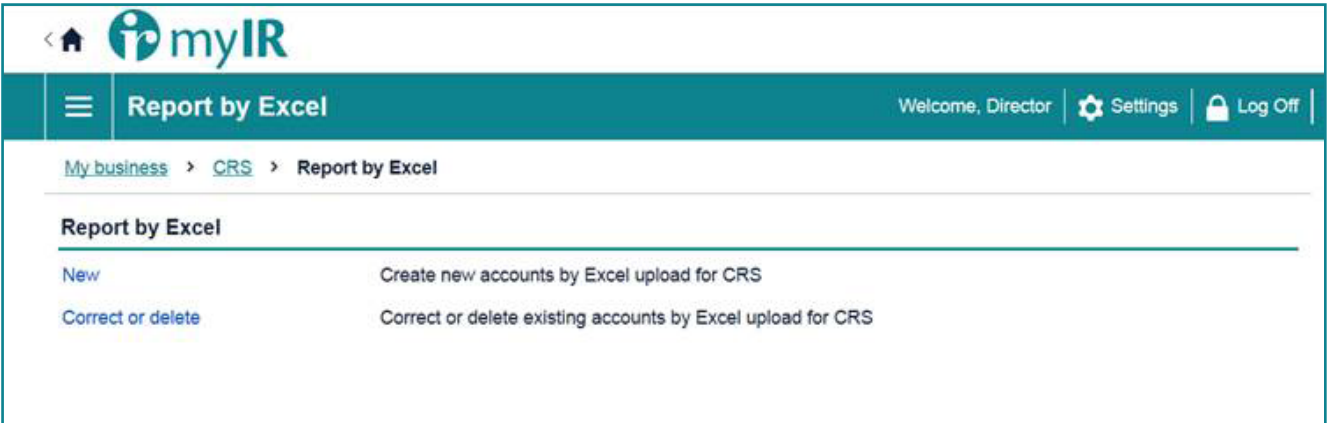


Figure 40.

- 3. Select the Reporting period using the dropdown box and click Next.

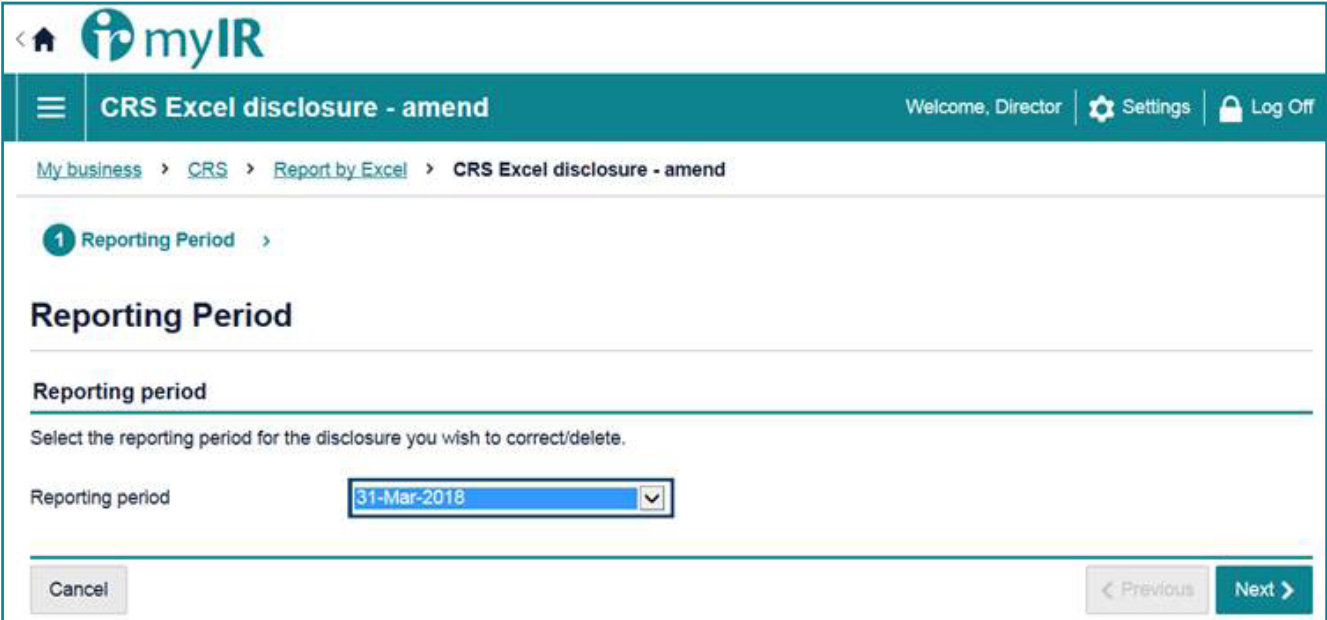


Figure 41.

4. Select the MessageRefID and Doc type indicator for the disclosure you are wanting to correct and click **Next**.

< myIR

CRS Excel disclosure - amend Welcome, Director Settings Log Off

My business > CRS > Report by Excel > CRS Excel disclosure - amend

1 Reporting Period ✓ > 2 Change >

### Change

**Disclosure to change**

Select the MessageRefID from the list of existing disclosures using the dropdown box.  
MessageRefIDs can be found on the Disclosures page through the CRS account screen.

Message ref ID

Doc type indicator

Cancel < Previous Next >

Figure 42.

5. To upload a new Excel file, select **Yes**. If you want to correct specific accounts, select **No**. Once you have selected yes or no, click **Next**.

< myIR

CRS Excel disclosure - amend Welcome, Director Settings Log Off

My business > CRS > Report by Excel > CRS Excel disclosure - amend

1 Reporting Period ✓ > 2 Change ✓ > 3 Continue change >

### Continue change

Upload corrections from Excel? ☒ Yes ☐ No

Cancel < Previous Next >

Figure 43.

6. If you have chosen to upload a new Excel file, you will be taken to the upload screen to Import a file. To import your new Excel file, click **Import**.

The screenshot shows the 'myIR' interface for 'CRS Excel disclosure - amend'. The breadcrumb trail is 'My business > CRS > Report by Excel > CRS Excel disclosure - amend'. The progress bar indicates four steps: 1. Reporting Period (checked), 2. Change (checked), 3. Continue change (checked), and 4. File upload / download (active). The main heading is 'File upload / download'. Under 'Export Excel Template', there is a description and an 'Export' button. Under 'Import Excel file', there is a description, an 'Import' button, and a red error message: 'You must import an Excel file.' At the bottom, there are 'Cancel', 'Previous', and 'Next' buttons.

Figure 44.

7. If you have to correct specific accounts, click the Select account check next to the accounts you want to correct and click Next. You will then be able to correct these accounts in myIR.

The screenshot shows the 'myIR' interface for 'CRS Excel disclosure - amend'. The breadcrumb trail is 'My business > CRS > Report by Excel > CRS Excel disclosure - amend'. The progress bar indicates four steps: 1. Reporting Period (checked), 2. Change (checked), 3. Continue change (checked), and 4. Change List (active). The main heading is 'Change List'. Below the heading, it says 'Select each account to be included in this Correction'. There is a 'List of accounts' section with a search bar and two buttons: 'Select all' and 'Select none'. Below this is a table with two rows of data. At the bottom, there are 'Cancel', 'Previous', and 'Next' buttons.

Select account	Account number	DocRefID	Display name
<input type="checkbox"/>	02 2589 54788984	1-500-124-012.3241632420	Frank Frankly
<input type="checkbox"/>	214 78578 6847	1-500-124-012.3241632095	David Davidson

Figure 45.



To correct or delete via Online form:

- 1. Go to your CRS homepage in your myIR
- 2. Click **Review CRS reported accounts**.

The screenshot shows the myIR CRS homepage. At the top, there is a navigation bar with a home icon, the myIR logo, a menu icon, and the text 'CRS'. On the right side of the bar, it says 'Welcome, Director' followed by 'Settings' and 'Log Off' links. Below the bar, there is a breadcrumb trail 'My business > CRS'. The main content area is divided into three sections: 'Account details', 'Account alerts', and 'I want to...'. The 'Account details' section shows 'Financial Institution', 'CRS', '-CRS005', and 'Balance: \$0.00'. The 'Account alerts' section shows a checkmark and 'There are no alerts'. The 'I want to...' section has a 'More >' button and links for 'Cancel account registration', 'Make a payment', 'Update payment method details', and 'Manage intermediaries'. Below these sections is a tabbed interface with tabs for 'Disclosures', 'Recent periods', 'Submitted', 'Correspondence', 'Registration details', and 'Logons'. The 'Disclosures' tab is active, showing a list of actions: 'Report by CRS online form' (Manually enter a reportable account), 'Report by CRS Excel file' (Upload an Excel file of new, corrected or deleted reportable accounts), 'Report by CRS XML file upload' (Upload an XML file of reportable accounts), 'Report a CRS nil disclosure' (If no accounts to report, submit a nil disclosure), 'Review CRS reported accounts' (View reported accounts and correct or delete by online form), and 'Review a CRS disclosure' (View submitted disclosures and the associated reported accounts).

Figure 46.

- 3. Search for the account you want to correct using Account number and click **Search**.

The screenshot shows the 'Search accounts' form. It has a search icon and the title 'Search accounts'. There are two input fields: 'Account number' with a text box, and 'Reporting Period' with a dropdown menu showing '31-Mar-2018'.

Figure 47.

- 4. Click on the **Account number** hyperlink.

Account list				
Account number	Account Holder	Id	Address	Status
030049000110027	Mikey Angelo		154 Sewer Lane Sydney	

Figure 48.

5. You will then be given an **Account overview**. To correct the account click **Edit this account** and correct the account data. To delete, click **Delete this account**.

Home > CRS > Account Reports > CRS Search

**Account overview** [Edit this account](#) [Delete this account](#)

Account number	: 030049000110027
Balance	: 254,100.00 EUR
Status	: New Test Data
Last Updated	: 07-Nov-2017

**Account holder and controlling persons**

Primary account holder	Individual	Mikey Angelo
------------------------	------------	--------------

**Payments**

Interest	24,110.00 AUD, Australian Dollar
----------	----------------------------------

Figure 49.

6. You will go through the online form process to correct data (please see Section 5.1 for more detail on the online form). Make the corrections required and click **Submit**. This will send the corrected account information to Inland Revenue to be processed.

**Note:** Any corrections that need to be made via Excel or XML, will need to be submitted via **Report by Excel** or **Report by XML**.

## 6.4 International errors

Reporting NZFI's will receive notification via myIR of errors in their disclosure that requires correction, as a result of international exchange of their data. Specifically, account alerts within myIR will notify the Reporting NZFI that there are accounts in error. myIR users will see:

1. An Accounts in Error tab in the CRS section of your myIR account that will list the details of each of the error(s); and
2. Different views for:
  - a. Online form and excel file errors; and
  - b. XML file errors.

Accounts Error tab

When the reportable account has been submitted via the online form or Excel file, the errors look like this in myIR

Correct the error(s):

- Directly in myIR via the online form; or
- In your Excel file and upload the corrected file into myIR.

Welcome to Inland Revenue's online services area

Privacy and Security Policy | Contact Us

CRS

Welcome, BOA | Settings | Log Off

My business > CRS

Account details

Bank of Auckland

CRS

-CRS003

Balance: \$0.00

Account alerts

There are no alerts

I want to...

Cancel account registration

Make a payment

Update payment method details

Manage intermediaries

Accounts in error

Disclosures

Recent periods

Submitted

Correspondence

Registration details

Logons

Accounts in error

Filter

Period	Account Number	Message Ref Id
31-Mar-2018	00701888-00	CRS-MultipleAccountReports
31-Mar-2018	00701696-00	CRS-MultipleAccountReports
31-Mar-2018	00700878-00	CRS-MultipleAccountReports
31-Mar-2018	00704263-00	CRS-MultipleAccountReports
31-Mar-2018	00705258-00	CRS-MultipleAccountReports
31-Mar-2018	00700259-00	CRS-MultipleAccountReports
31-Mar-2018	00654456-00	9.3162979747

Figure 50.

## 7 Reporting via XML files

The XML file option is for NZFI's that have a high volume of accounts report and have the in-house capability due to the technical nature of an XML file.

You will not be able to save a draft disclosure, instead you will have to fix any errors that occur and resubmit your disclosure.

You are also unable to submit XML files containing errors. Once errors have been corrected, you can submit an XML file.

The screenshot shows the myIR CRS portal interface. At the top, there's a navigation bar with the myIR logo, a menu icon, and the text 'CRS'. On the right, it says 'Welcome, Director' with links for 'Settings' and 'Log Off'. Below the navigation bar, there's a breadcrumb trail 'My business > CRS'. The main content area is divided into three columns: 'Account details', 'Account alerts', and 'I want to...'. The 'Account details' column shows 'Financial Institution', 'CRS', '-CRS005', and 'Balance: \$0.00'. The 'Account alerts' column shows a green checkmark and 'There are no alerts'. The 'I want to...' column has a 'More >' button and links for 'Cancel account registration', 'Make a payment', 'Update payment method details', and 'Manage intermediaries'. Below this, there's a tabbed interface with tabs for 'Disclosures', 'Recent periods', 'Submitted', 'Correspondence', 'Registration details', and 'Logons'. The 'Disclosures' tab is active, showing a list of options: 'Report by CRS online form' (Manually enter a reportable account), 'Report by CRS Excel file' (Upload an Excel file of new, corrected or deleted reportable accounts), 'Report by CRS XML file upload' (Upload an XML file of reportable accounts), 'Report a CRS nil disclosure' (If no accounts to report, submit a nil disclosure), 'Review CRS reported accounts' (View reported accounts and correct or delete by online form), and 'Review a CRS disclosure' (View submitted disclosures and the associated reported accounts).

Figure 51.

### Reminder:

Disclosures are required to be submitted to Inland Revenue by 30 June for the previous tax year ending 31 March.

For more information on reporting obligations refer Section 1.6 CRS Reporting – reportable accounts and undocumented accounts of the *Guidance on the CRS for AEOI (IR1048)* available on our website [www.ird.govt.nz/international/exchange/crs/important-aeoi-crs-documents/](http://www.ird.govt.nz/international/exchange/crs/important-aeoi-crs-documents/)

### 7.1 Submit via XML

1. To submit a XML disclosure, use the **Report by CRS XML file upload** option as shown above.
2. To upload a XML file, click **Choose File** and choose your XML file from your system.

The screenshot shows the 'CRS XML disclosure' form. It has a title 'CRS XML disclosure' and a subtitle 'Upload your CRS XML disclosure'. Below the subtitle, it says 'You must upload a file in order to proceed.' and 'Upload xml disclosure file'. There is a file upload button labeled 'Choose File'.

Figure 52.

**Important:** If you are using the XML reporting option for your CRS submission and need to split the XML file into more than one then there must be different **doc.ref.ids** for each of the different XML files.

## 7.2 XML data validation and corrections

All disclosures are subject to data validation in myIR. This means you will not be able to submit any XML files to Inland Revenue containing errors until you have fixed them.

The full list of data validations is available through the following link.

[www.ird.govt.nz/international/exchange/crs/important-aeoi-crs-documents/](http://www.ird.govt.nz/international/exchange/crs/important-aeoi-crs-documents/)

If you upload XML files in myIR that contain errors, you will be given the error type and line number of those errors in myIR. You can export these errors into an Excel file to help keep track of these errors. To do this, click the Export button.

**1** CRS XML disclosure > **2** Review and Submit

### CRS XML disclosure

**Upload your CRS XML disclosure**

Re-upload xml disclosure file

File size (KB)

**Summary**

Reporting Period

Account Count

Errors must be corrected before submission.  
Please correct the errors and upload the corrected file.

**Errors and Warnings**

Line Number	Line Position	Message
5	4	The SendingCompanyIN provided must match an IRD Number or Customer Number within our system.
20	5	IN requires issuedBy
55	8	IN for account holder organisation requires issuedBy
74	6	ControllingPerson is not supported for given AcctHolderType.
77	8	TIN for controlling person individual requires issuedBy

5 Rows

If you have submitted an incorrect disclosure via XML or need to make corrections, you can make corrections via:

- XML upload.

To submit a corrected XML file, use the **Report by CRS XML file upload** option in your CRS homepage in myIR.

## 7.3 International errors

Reporting NZFI's will receive notification via myIR of errors in their disclosure that requires correction, as a result of international exchange of their data. Specifically, account alerts within myIR will notify the Reporting NZFI that there are accounts in error. myIR users will see:

1. An Accounts in Error tab in the CRS section of your myIR account that will list the details of each of the error(s); and
2. Different view for XML file errors.

**XML filers:** will receive a return file notification from Inland Revenue highlighting required correction using **Status Message XSD**. XML responses from Inland Revenue for CRS will be available to download in this format, or alternatively the account errors can be viewed individually in myIR.

## XML International Errors

When the reportable account has been submitted via XML file, the errors look like this in myIR.

Correct the error(s) by:

- Exporting the Status Message containing the errors into a spread sheet to help you keep track of the corrections you need to make; then
- Correct the XML file and upload into myIR.

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**myIR**

**My business** Welcome, BOA [Settings](#) [Log Off](#)

[My business](#) > [CRS](#) > [CRS Search](#)

**Account overview**

Account number	: 00701888-00
Balance	: 98,731.00 NZD
Status	: New Test Data
Last Updated	: 23-Jan-2018

**Financial Institution**

TIN	: 123159969
Name	: Bank of Auckland
Address	: 1 Queen Street New Zealand 1010 NZ

**AccountReport** [Hide Attributes](#) [Export](#)

▼ DocSpec

DocTypeIndic	OECD11
DocRefId	123159969.CRS-MultipleAccountReports.007
CorrDocRefId	
AccountNumber	00701888-00

▼ AccountHolder

▼ Individual

ResCountryCode	CA
TIN	214-55-7777
▼ Name	
FirstName	Wayne
LastName	Thomas
▼ Address	
CountryCode	NZ
▼ AddressFix	
Street	11 Victoria Street West
BuildingIdentifier	
SuiteIdentifier	
FloorIdentifier	
DistrictName	
POB	

**ValidationErrors** [Show Attributes](#) [Export](#)

▼ RecordError

Code	80010
Details	Question 1
DocRefIDInError	123159969.CRS-MultipleAccountReports.007
▼ FieldsInError	

Figure 53.

## 8 Cancel CRS registration

If a reporting NZFI no longer has reportable accounts, you can cancel the CRS registration through your myIR.

What you will need:

- The reason for cancellation; and
- The registration cancellation date.

To cancel your CRS registration:

1. Log on to your myIR
2. Access your CRS account from your home page
3. Click **Cancel account registration**.

The screenshot shows the myIR web interface. At the top, there's a navigation bar with a home icon, the myIR logo, a menu icon, and the text 'CRS'. On the right of the bar, it says 'Welcome, Director' followed by 'Settings' and 'Log Off' links. Below the bar, the breadcrumb 'My business > CRS' is visible. The main content area is divided into three sections: 'Account details' on the left, 'Account alerts' in the middle, and 'I want to...' on the right. 'Account details' shows 'Financial Institution', 'CRS -CRS005', and 'Balance: \$0.00'. 'Account alerts' shows a green checkmark and 'There are no alerts'. 'I want to...' has a 'More >' button and a list of actions: 'Cancel account registration', 'Make a payment', 'Update payment method details', and 'Manage intermediaries'. Below these sections is a horizontal tab bar with 'Disclosures' selected, followed by 'Recent periods', 'Submitted', 'Correspondence', 'Registration details', and 'Logons'. Under the 'Disclosures' tab, there are several links and descriptions: 'Report by CRS online form' (Manually enter a reportable account), 'Report by CRS Excel file' (Upload an Excel file of new, corrected or deleted reportable accounts), 'Report by CRS XML file upload' (Upload an XML file of reportable accounts), 'Report a CRS nil disclosure' (If no accounts to report, submit a nil disclosure), 'Review CRS reported accounts' (View reported accounts and correct or delete by online form), and 'Review a CRS disclosure' (View submitted disclosures and the associated reported accounts).

Figure 54.

4. Read **Cancel registration** then click **Next**
5. Select the reason you are cancelling your registration (Closed, no reportable accounts, non-reporting Financial Institution or not a Financial Institution) and add the date you want to cancel your registration. Then click **Next**.

The screenshot shows a form titled 'Reason for cancelling'. It has a heading 'Choose the reason for cancelling this registration' followed by a dropdown menu with 'Required' selected. Below this is a text input field labeled 'Enter the registration cancellation date' with the value '13-Apr-2018' and a calendar icon. At the bottom, there are three buttons: 'Save Draft', 'Cancel', and 'Next >'. The 'Next >' button is highlighted in green.

Figure 55.



6. Review the cancellation details. Tick the checkbox to confirm and click **Submit**.

myIR

Cancel CRS Registration

Welcome, Director | Settings | Log Off

My business > CRS > Cancel CRS Registration

1 Cancel registration ✓ > 2 Reason for cancelling ✓ > 3 Confirmation

### Confirmation

Review your details before submitting:

**Reason for cancelling** No reportable accounts  
**Cancellation date** 23/03/2018

☐ I will fulfil my obligations that arose while registered and confirm to the best of my knowledge this information is true and correct.

Required

Save Draft Cancel < Previous Submit

Figure 56.

Once submitted, Inland Revenue will process your request, and stop your CRS registration or contact you for more information.

If for any reason you need to re-register for the CRS, contact Inland Revenue via email: [global.aeoi@ird.govt.nz](mailto:global.aeoi@ird.govt.nz) or phone: 0800 377 774 to have your CRS account reopened.

**Note:** If you cancel your CRS registration, you can still file a disclosure for the next reporting (future) period.

## 9 Glossary

Term/Acronym	Definition
OECD	The Organisation for Economic Co-operation and Development
CRS	Common Reporting Standard
NZFI	New Zealand Financial Institutions. This is from the perspective of administering CRS within New Zealand. A financial institution is defined in the CRS as meaning a custodial institution, a depository institution, an investment entity, or a specified insurance company.
XML	Extensible Markup Language
Reportable Jurisdictions	An overseas jurisdiction that New Zealand has an agreement to provide CRS information to, and receive information from. The jurisdiction is identified in a list we publish.
TIN	Taxpayer Identification Number
Participating Jurisdiction	An overseas jurisdiction that has an agreement with New Zealand under which they will provide us with CRS information. New Zealand's participating jurisdictions will be identified in a list we publish.

For more information on CRS terms, visit [www.ird.govt.nz/international/exchange/crs/](http://www.ird.govt.nz/international/exchange/crs/)