

- Please give us the following information so we can cease PAYE and/or GST registrations for your business.
- If your partnership has ceased and your returns and accounts are up to date, we will be able to cease your business.
- If you have completed business cessation and require a letter of no objection to removal from a New Zealand Companies Office register, please refer to [Request a 'no objection' letter for the Companies Office](#) and complete the IR315A.

IRD number which the business operated under (8 digit numbers start in the second box.

Name of business (if one existed)

Address of business
Street address

Town or city

The above business: has ceased, or is about to cease is being sold, or has been sold

Date of cessation
Day Month Year

Business type

Were you self-employed? No
 Yes You must include your business accounts (up to the date you ceased business) in your **Individual tax return - IR3**.

Was the business a partnership? No
 Yes

Companies only

If your company is going to be non-active, but will continue to exist, you must complete a **Non-active company declaration - IR433** form. This means you will not have to file income tax returns between the end of trading and the company being removed from the New Zealand Companies Office register.

If your company is being wound up or liquidated, please phone us on 0800 377 774 and we'll provide you with further information about what you need to do.

Employers

When you cease business and stop employing, you must still complete all the employer monthly schedules up to the date of cessation.

If you are still providing fringe benefits to either shareholder-employees or past employees, you must continue to file FBT returns.

Were you an employer? No
 Yes What date did you stop or do you intend to stop employing?
(For companies this includes shareholder-employees.)
Day Month Year

Were you providing fringe benefits? No
 Yes If you were liable for fringe benefit tax, what period will your last FBT return cover?
 to
Day Month Year Day Month Year



