

Employer registration

The easiest way to register is through myIR. Go to **I want to... > Registration, application and enrolment > Register as an employer**

1 Employer details

IRD number

(8-digit numbers start in the second box)

If you do not have an IRD number, find out how to apply at ird.govt.nz/irdnumber

Full individual, company, trust, partnership or other entity name

Place of business

Street address – do not show a PO box number

Suburb

Town or city

Postcode

Postal address

(If different to place of business. Do not show a tax agent or preparer's address.)

Street address or PO box number

Suburb

Town or city

Postcode

Contact details

Mobile

Business

Email

Business industry classification (BIC) code

BIC codes are used to classify businesses into industry types, and work out your ACC levies.

To find your BIC code, go to businessdescription.co.nz

Business description

BIC code number

2 Registration start date

Day Month Year

Registration reason

- ☐ Starting to employ staff
- ☐ Starting a new business
- ☐ Bought an existing business
- ☐ Receiving ACC individualised funding payments
- ☐ Other – please provide reason

Have you been an employer or worked with PAYE in New Zealand before?

☐ Yes ☐ No

For information about your employer obligations and responsibilities, go to ird.govt.nz/employing-staff

Do you want help understanding any of the following?

- ☐ Payroll return completion
☐ Record keeping
☐ Payday filing
☐ Employee information updates
☐ Other

Who is the contact person dealing with your employment information?

Name

()

Mobile

()

Other

Email address

3 Fringe benefit tax (FBT)

Will you provide fringe benefits to your employees?

☐ Yes ☐ No

Most benefits you provide to employees, such as the private use of a motor vehicle, unclassified benefits (free, subsidised or discounted goods and services) or gift cards are fringe benefits. If you're providing fringe benefits, we'll register you for FBT and send you quarterly returns.

Choosing a different FBT filing frequency

If you're going to provide fringe benefits you can choose to file income year or annual FBT returns. Income year returns are for close companies only. Please tick the option you prefer:

- ☐ Annual returns for ordinary employees only (no quarterly returns)
☐ Income year returns for shareholder-employees only (no quarterly returns)
☐ Annual returns for ordinary employees and quarterly returns for shareholder-employees
☐ Income year returns for shareholder-employees and quarterly returns for ordinary employees
☐ Annual returns for ordinary employees and income year returns for shareholder-employees

For a full list of fringe benefits, more information about working out FBT, returns and filing frequencies, see our **Fringe benefit tax guide – IR409** or go to ird.govt.nz/fbt

4 Declaration

Name of authorised person

Position or title

I declare the information
given is true and correct.

Signature

/ /

Day Month Year

Please send your completed form to: Inland Revenue
PO Box 39010
Wellington Mail Centre
Lower Hutt 5045