



11. Full name of a contact person

Contact phone number

Business

### Declaration

12. I declare this information is true and correct

Signature of authorised person

Date

Send the completed form in myIR under "Send a message" or post to the following address:

**Inland Revenue, PO Box 39010, Wellington Mail Centre, Lower Hutt 5045**

myIR is available 24 hours a day, seven days a week. Find out more, and register, at [ird.govt.nz/myIR](http://ird.govt.nz/myIR)

## Notes

### IRD number

Show the IRD number that you will be using for all non-resident withholding tax (NRWT) payments for your whole organisation. If you have several branches and would like to account for NRWT separately for each:

- use the IRD number for each individual branch
- use a separate form for each branch (you may photocopy this registration form).

### Full name

Show the full name of the organisation or payer.

### Trade name

This is needed if you trade under a different name from your registered name.

### Street address

Show the physical street or location address, not a PO Box number.

### Postal address

This is the usual mailing address for your business. Do not show your tax agent's address here - if you want your agent to receive your NRWT forms, they will need to let us know separately. We suggest you ask your agent to do this straightaway.

### Contact person

Show the name and number of the person we can contact if we need any further information.

### Paying the deductions to us

All withheld tax must be paid by the 20th of the month following the month in which the interest income was paid to the investor.

### NRWT of \$500 or more per year

If you deduct \$500 or more NRWT each year, the deductions made in each month are due to be paid to us by the 20th of the following month.

### NRWT of less than \$500 per year

If you expect to deduct less than \$500 NRWT in any one income year, you may file and pay on a six monthly basis:

- 1 April to 30 September payment due on 20 October
- 1 October to 31 March payment due 20 April.

If your NRWT deductions accumulate to more than \$500 during the year, you need to send them in by the 20th of the month after they reach \$500. After that you need to file and pay monthly for the rest of the year.

Manage all your Inland Revenue matters securely online with a myIR account. Go to [ird.govt.nz/myIR](http://ird.govt.nz/myIR) to find out more.

### How to make payments

You can make payments:

- electronically
- by credit or debit card through our website.

We recommend you pay electronically because it's the most accurate and reliable method. Most New Zealand banks have a "pay tax" option.

When making electronic payments, include:

- your IRD number
- an account type, and
- the period the payment relates to.

Go to [ird.govt.nz/pay](http://ird.govt.nz/pay) for full details of our payment option.

### How to get our forms and guides

You can get copies of our forms and guides at [ird.govt.nz/forms-guides](http://ird.govt.nz/forms-guides)

### ird.govt.nz

Go to our website for information and to use our services and tools.

- **Log in or register for myIR** - manage your tax and entitlements online.
- **Calculators and tools** - use our calculators, worksheets and tools, for example, to check your tax code, find filing and payment dates, calculate your student loan repayment.
- **Forms and guides** - download our forms and guides.