

IR 388

January 2009

Tax check – Individual (non-employees)

Request for authorisation

● CONFIDENTIAL WHEN COMPLETED

NOTE TO THE INDIVIDUAL: When this form is completed, return it promptly to the Inland Revenue Representative (IR Representative).

NOTE TO THE PANEL REPRESENTATIVE: Forward the completed form to Special Files. Allow 14 days for a reply.

This request is for authorisation to search your tax records to check you are complying with the Inland Revenue Act. We do this as part of our internal process and the information on this form will be used to undertake the tax compliance check. It may also be used for other administrative purposes (such as updating your contact details in your tax records).

As a condition of providing goods and services to us we will search your tax records to ensure you are complying with tax legislation. If you don't provide the information requested below, or elect not to give your authorisation, then we won't undertake the search. However, you may be prevented from providing (or continuing to provide) goods or services to us.

This tax check will be carried out by our Special Files unit or our Corporate unit who will notify the IR representative (named below) of the result, including anything which may need to be addressed. Other Inland Revenue personnel may also be informed or consulted.

IR REPRESENTATIVE TO COMPLETE

Nature of services to be provided

Site/segment

Person this form is to be returned to:

Name (of IR representative)

Position

Location

Contact phone number

Extension

INDIVIDUAL TO COMPLETE

Your full name

 Mr
 Mrs
 Miss
 Ms
 Other

First name(s)

Surname

Date of birth

Day	Month	Year					

IRD number

(8 digit numbers start in the second box. 1 2 3 4 5 6 7 8)

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Home Address

Street

Town/city

How long have you been there? (approximately)

Contact phone number

Previous residential address(es) (if you have lived at the above address for less than 3 years)

Street

Town/city

Street

Town/city

Previous or other names
you're known by

Do you have any
outstanding taxation
returns?

- No
 Yes – If yes, please state what are the circumstances below

Do you have any
outstanding tax to pay?

- No
 Yes – If yes, please state what are the circumstances below

Do you have any
outstanding Child
Support or Student
Loan Repayments?

- No
 Yes – If yes, please state what are the circumstances below

Have you ever been,
or are at present
being prosecuted in
relation to any of the
Inland Revenue Acts
(including the Child
Support Act and Student
Loan Scheme Act)?

- No
 Yes – If yes, please state what are the circumstances below

DECLARATION BY INDIVIDUAL

I hereby authorise Inland Revenue to conduct this tax check as outlined above.

Name

Signature

/ /
Date

Send the original copy to:
Special Files, Inland Revenue, PO Box 2848, Wellington,
Phone: either 0800 227 772 or extension 80653, Fax (04) 890 0006
Or to:
Procurement, National Office, PO Box 2198, Wellington.

