



IRD number application - individual currently in New Zealand

Complete this form if you're currently in New Zealand. If you're not in New Zealand, use the **IRD number application - offshore individual - IR742** form.

To apply for an IRD number for you or for a child in your care, complete the form and sign the declaration. Take the form with current supporting documents to an Automobile Association (AA) Driver Licensing agent so they can verify your identity.

You must provide 1 original primary identification document, and 1 original secondary identification document with your application, as well as a legible photocopy of each of your documents.

Primary identification (Category A) documents

You'll need 1 of these documents:

- New Zealand passport
- Overseas passport with a visa granted by Immigration New Zealand unless your passport is from Australia, Cook Islands, Niue or Tokelau.
- Full New Zealand birth certificate issued after 1 January 1998
- New Zealand citizenship certificate
- New Zealand firearm or dealer's licence
- New Zealand certificate of identity from the Department of Internal Affairs (DIA) or the Ministry of Business, Innovation and Employment (MBIE)
- New Zealand refugee travel document
- New Zealand emergency travel document

Secondary identification (Category B) documents

You'll need 1 of these documents:

- New Zealand driver licence – **both sides of the licence are needed**
- Overseas driver licence
- Kiwi Access Card
- HANZ 18+ card – existing cards are valid until their expiry dates
- New Zealand student photo ID
- International Driving Permit

If you're not able to provide the required primary and secondary identification documents, please call us on 0800 775 247 to discuss your options.

If the documents you provide are in another name, you must provide an original document that confirms how your name was changed, for example, marriage certificate, official name change certificate, civil union certificate, and a legible photocopy of that document.

If you're applying for a child who is in your care, and they are under 16:

You'll need 1 primary identification document (Category A) and 1 secondary identification document (Category B) for yourself and 1 of the following for the child:

- New Zealand passport
- Full New Zealand birth certificate
- New Zealand citizenship certificate
- New Zealand student photo ID

If your child has an overseas passport, please provide it along with a visa granted by Immigration New Zealand.

If you need to use an expired passport as 1 of your identification documents for your child, you'll need to call 0800 775 247 to find out your options.

If your documents do not show your relationship with your child, you'll also need a document such as:

- Adoption papers
- Parenting orders
- Guardianship orders
- Overseas birth certificate
- **Statutory declaration - IR595D** form – you can download this from ird.govt.nz/forms-guides.

Note: If you're the parent of a new baby and you've not registered their birth yet, you can apply for your baby's IRD number at the same time as you complete the birth registration form. You do not need to complete this form or provide verification at an authorised agent if you do this.

Nominated persons

We cannot discuss your tax affairs with anyone except you. However, you can nominate someone else to do this for you. For more information go to ird.govt.nz.

To nominate someone to act on your behalf, complete an **Elect someone to act on your behalf - IR597** form. You can get this from ird.govt.nz/forms-guides or by calling 0800 257 777.



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- Please write in capital letters, for example, ABC. Don't use abbreviations, for example, ST.
- If handwriting, please complete the application in blue and/or black pen.
- Please tick to show if you're: ☐ applying for an IRD number ☐ requesting confirmation of your IRD number

Previous address (only fill out this section if you want us to confirm your IRD number. It helps us check if one has already been issued to you)

Street address																			
Suburb or RD					Town or city					Country					Postcode				

Children under 16

- If you're applying for a child, the IRD number shown here must belong to the person who will be providing the relevant documents identifying their relationship to the child.
If you're making the application on behalf of a child for Working for Families, the IRD number shown here must belong to the principal caregiver.
Enter your child's information in the Applicant information section.

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

Applicant information

- **Name** of applicant as shown on identity documents. This must be the same as the name on any other legal documents you may have.
- If you have a single name, please enter it in both the first name and last name fields.

First name																				
Middle name(s)																				
Last name																				

- **Title** ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

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Previous name if different to the name on your identity documents

First name																				
Middle name(s)																				
Last name (maiden name, known as, change of name)																				

- **Date of birth**

Day	Month	Year			

Address information

- **Residential address** (not a PO box or private bag number)

Street address																			
Suburb or RD					Town or city					Country					Postcode				

- **Current postal address** (only if it's different from your home or street address)

Street address																			
Suburb or RD					Town or city					Country					Postcode				

Tax exemption

Complete this question if you'll continue to receive income from overseas.

You qualify for a temporary tax exemption on certain foreign income for 4 calendar years (up to 49 months) if you have not been a New Zealand tax resident at any time in the past 10 years prior to your arrival date in New Zealand.

Please note:

- You can only claim this exemption once.
- You cannot receive Working for Families while your foreign income is tax exempt.

For more information on temporary tax exemption on foreign income, go to ird.govt.nz/tte.

■ Do you qualify for a temporary tax exemption on foreign income?

☐

Yes

☐

No

If "Yes", please print date of arrival in New Zealand.

Day

Month

Year

Non-resident contractor or seasonal worker information

Complete this section if you'll be:

- **a non-resident contractor,**
 - If you've arrived in New Zealand to work as an independent contractor (whether the person paying you is a New Zealand resident or not) you'll be a "non-resident contractor" for the first 183 days (in any 12-month period) of your presence in New Zealand.
 - You're not an independent contractor if you'll be working as an employee receiving salary and/or wages from an employer.
- **a non-resident seasonal worker and will be using the NSW tax code.**

For more information, please ask your employer.

■ Please tick to show if you're a:

☐

non-resident contractor

☐

non-resident seasonal worker

☐

neither

Contact information

Mobile

Home

Email

- ☐ For the purposes of this application, I consent to receiving my IRD number by email or text message, depending on the contact information I provided. I acknowledge that Inland Revenue will take all reasonable steps to reduce any risk of unauthorised access or release of confidential information but can't guarantee emails won't be intercepted or read while in transit.

If you do not agree, your IRD number will be mailed to the postal address you provided.

Applicant's checklist

Have you:

- ☐ provided a current Primary identification document and photocopy/s?
- ☐ provided a current Secondary identification document and photocopy/s?
- ☐ provided current photocopies of any additional documents, such as visa letter?
- ☐ provided linking documents for your child, if applying for an IRD number for them?
- ☐ completed your part of the application form?
- ☐ signed the application?

Declaration - please read carefully before signing

I declare that the information in this form is true and correct.

I authorise Inland Revenue to contact any agency that issued a document I have used in support of this application, to verify the details of that document for the purpose of this application.

I have read the privacy statement below before signing this declaration.

■ Signature

■ Date

Day		Month		Year			

Take this form with your documents for an "In person verification" to an Automobile Association (AA) Driver Licensing agent.

The completed application form will be kept by the person who verifies the application. They will forward the application to Inland Revenue.

We aim to process your application within 8-10 working days from when we receive it. We'll text, email or post your IRD number to you. It can take 12 working days to arrive if you ask us to post it.

DO NOT post your application to Inland Revenue.

Privacy

Meeting your tax obligations means giving us accurate information so we can assess your liabilities or your entitlements under the Acts we administer. We may charge penalties if you don't.

We may also exchange information about you with:

- some government agencies
- another country, if we have an information supply agreement with them
- Statistics New Zealand (for statistical purposes only).

If you ask to see the personal information we hold about you, we'll show you and correct any errors, unless we have a lawful reason not to. For full details of our privacy policy go to ird.govt.nz/privacy.

Verifier use only

Information verified by

Print name

Name of organisation and branch

Date

Day		Month		Year			

Documents provided

Adult

Primary ID (Category A)

☐

Yes

☐

No

Secondary ID (Category B)

☐

Yes

☐

No

Category C

☐

Yes

☐

No

(IRD verifier only - if Yes, please note reason Cat.C has been accepted)

Visa letter (if overseas passport Cat A is ticked)

Child

Primary ID (Category A)

☐

Yes

☐

No

Secondary ID (Category B)

☐

Yes

☐

No

Linking document

☐

Yes

☐

No

Urgent

☐

Yes

☐

No (if yes, please note the reason why urgent)

Notes

Identified by interview:

☐

(tick if applicable)

Date interviewed

Day		Month		Year			

Stamp