

Guide to apply for IRD number for Non-NZ tax resident

Supporting documents required with every application

1. A form of photographic identification, such as a passport or an overseas driver licence
2. Proof of your current or most recent previous address, which may include: utility bill, bank statement or driver licence (if not already being used for photographic identification)

If your application is for a child, the above is still required for the *adult completing the application form*, not the child who the IRD number is for, plus,

3. If applicable, a document confirming your relationship to the child, i.e. birth certificate or legal documents confirming guardianship.

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Question 1: Children under 16

- If you are applying for a child, print your own IRD number here or attach to your application for IRD number
- If you are not applying for an IRD number and do not have an existing IRD number ignore this question.

Question 2-4: Application information

- If you're completing the application for a child, enter the child's information in this section
- If you're completing the application for yourself, enter your information in this section
- If you're using a preferred name, which is different from your given name, you must provide an official document confirming your preferred name.

Question 5: Address Information

- Input your current residential address, this needs to be your physical address not a PO Box number.
- Previous address is not required.

Question 6: Contact information

- Your best contact number. If you supply a mobile number you will receive SMS notification of your IRD number once processed.

Question 7a/b: Contact information

- 7a, if you want the response from IRD to go direct to you, please supply your email address or input whairawa@ngaitahu.iwi.nz so we receive the information to update your Whai Rawa records. We will ensure you also receive this information. Please note if you have supplied your mobile number you will receive an SMS with IRD#
- 7b, tick to allow this information to be released electronically.

Question 8: Reason for applying

- Tick 'Partner in a partnership' or 'trustee in a trust'

Question 9: Taxpayer identification number (TIN)

- If you pay tax in the country you reside you will have an equivalent identification number; i.e. Tax File Number is the Australian equivalent.
- A child applicant may not yet have a Tax Identification Number therefore ignore this question.

Question 10: Fully functional New Zealand bank account or customer due diligence completed

- 10a; if you are supplying a NZ bank statement please ensure it is current and shows details of a deposit and withdrawal, or -
- 10b; this section can be completed by Whai Rawa to support your IRD number application.

Question 11&12: Tax exemption and non-resident contractor information

- This will only apply if you reside in New Zealand whilst being paid by a foreign employer Complete declaration attaching all supporting information and forward to whairawa@ngaitahu.iwi.nz or post to: PO Box 13046, Christchurch 8042, NZ.

