



- You can register online through our website [www.ird.govt.nz](http://www.ird.govt.nz) and go to “Get it done Online” then “Employers” then “register as an employer”
- Please answer all questions and sign the declaration.

1. IRD number	(8 digit numbers start in the second box. <input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5 <input type="text"/> 6 <input type="text"/> 7 <input type="text"/> 8 ) <input type="text"/>
If the person or the entity registering doesn't have an IRD number, complete and attach an <i>IRD number application form (IR 595)</i> or <i>(IR 596)</i> with this registration.	
2. Print the full name of the person or entity, eg, partnership, trust or society, or the registered name of the company (don't show a trade name).	<input type="text"/> <input type="text"/>
3. If the trade name is different from the name shown above, print it here.	<input type="text"/> <input type="text"/>
4. Print the street address of the place of business (don't show a box number).	<input type="text"/> Street address <input type="text"/> Suburb or RD Town or city
5. Print the usual postal address if it is different from the street address. If you use a tax agent to prepare your employer returns don't show their address here. Please ask them to give us the address for your employer mail.	<input type="text"/> Street address or PO Box number <input type="text"/> Suburb, box lobby or RD Town or city
6. Print contact telephone number(s).	<input type="text"/> ( ) Business <input type="text"/> ( ) Mobile phone or after hours <input type="text"/> ( ) Fax
7. Your email address	<input type="text"/> We'll use this to automatically register you for our online updates and newsletter. You can opt out at any time.
8. When will you start employing?	<input type="text"/> <input type="text"/> <input type="text"/> Day Month Year This is the date when you will be registered as an employer. You can view a copy of the PAYE deduction tables at <a href="http://www.ird.govt.nz">www.ird.govt.nz</a> or use the online PAYE calculators.
9. Print the number of your employees, including contractors who receive schedular payments.	<input type="text"/>
10. Will any of your employees have a student loan?	<input type="radio"/> Yes <input type="radio"/> No
11. Will you be making employer's superannuation contributions? You can find out more information about employer's superannuation contributions in our <i>First-time employer's guide (IR 333)</i> available at <a href="http://www.ird.govt.nz">www.ird.govt.nz</a>	<input type="radio"/> Yes <input type="radio"/> No
12. Will you be providing fringe benefits to your employees? See the note below for more information on fringe benefits.	<input type="radio"/> Yes—go to Question 13. <input type="radio"/> No—go to Question 14.
<b>Note:</b> Most benefits given to employees in addition to their salary or wages are fringe benefits. These include motor vehicles, low-interest loans, free, subsidised or discounted goods and services, and employer contributions to sick or death benefit funds, superannuation schemes (other than employer's superannuation contributions), specified insurance policies and some accident insurance schemes. If a benefit you give an employee is a fringe benefit, you will generally be liable for FBT (fringe benefit tax). If you ticked “Yes” at Question 12 read our <i>Fringe benefit tax guide (IR 409)</i> . You can view this at <a href="http://www.ird.govt.nz">www.ird.govt.nz</a>	

**13. If you:**

- ticked the "Yes" box at Question 12, or
- did not tick either box at Question 12

**we will automatically send you quarterly FBT returns** (unless you indicate otherwise below).

Complete this section only if:

- you would prefer to file annual or income year returns instead, and
- keep wage records
- your annual gross tax and ESCT (employer's superannuation contribution tax) deductions are \$500,000 or less
- you are a close company and you only provide motor vehicles for private use to shareholder-employees and that benefit is limited to two vehicles (option B).

Please tick the option you prefer:

☐ **Option A** Annual returns for ordinary employees only (no quarterly returns).

**Companies only**

☐ **Option B** Income year returns for shareholder-employees only (no quarterly returns).

☐ **Option C** Annual returns for ordinary employees and quarterly returns for shareholder-employees.

☐ **Option D** Income year returns for shareholder-employees and quarterly returns for ordinary employees.

☐ **Option E** Annual returns for ordinary employees and income year returns for shareholder-employees (no quarterly returns).

**14. As an employer you will need to:**

- keep wage records
- automatically enrol and make KiwiSaver deductions and contributions for all eligible new employees
- make deductions from employees' wages
- complete and file employer monthly schedules
- pay the deductions to Inland Revenue.

**We want to help you understand your employer responsibilities. To help us work out what information and services you might find useful please answer the questions below. This may involve one of our tax advisors contacting you to discuss how we might be of assistance to you.**

**a.** Will you use an accountant or tax agent to prepare or help you with your employer monthly schedules?

☐ Yes

☐ No

**b.** Have you worked with PAYE-related tasks in New Zealand before?

☐ Yes

☐ No

**c.** Initially, how difficult or easy do you think you'll find it to carry out all of the above tasks?

☐ Very difficult

☐ Quite difficult

☐ Quite easy

☐ Very easy

**15.** Print the full name of the person we can contact about this registration in case we need to ask any questions.

First name(s)

Surname

Contact telephone number(s)

( )

( )

**16. Declaration**

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

Signature

/ /

Date

**Postal addresses**

If you live in:

**Northland**

send this form to

Inland Revenue  
PO Box 3753  
Christchurch Mail Centre  
Christchurch 8140

**Auckland**

send this form to

Inland Revenue  
PO Box 761  
Waikato Mail Centre  
Hamilton 3240

**other North Island areas**

send this form to

Inland Revenue  
PO Box 39010  
Wellington Mail Centre  
Lower Hutt 5045

**the South Island**

send this form to

Inland Revenue  
PO Box 3753  
Christchurch Mail Centre  
Christchurch 8140

**Privacy**

Meeting your tax obligations involves giving accurate information to Inland Revenue. We ask you for information so we can assess your liabilities and entitlements under the Acts we administer.

You must, by law, give us this information. Penalties may apply if you do not.

We may exchange information about you with the Ministry of Social Development, Ministry of Justice, Department of Labour, Ministry of Education, New Zealand Customs Service, Accident Compensation Corporation or their contracted agencies. Information may be provided to overseas countries with which New Zealand has an information supply agreement. Inland Revenue also has an agreement to supply information to Statistics New Zealand for statistical purposes only.

You may ask to see the personal information we hold about you by calling us on 0800 377 774. Unless we have a lawful reason for withholding the information, we will show it to you and correct any errors.