



SOLE TRADER			
Sole trader name		IRD Number	
Address line 1		GST registered	yes Frequency 1 2 6 No
Address Line 2		GST Basis	Payment / Invoice / Hybrid
email		mobile	
Permanent Resident of New Zealand	Y / N	name of payroll software	
if no which country are you resident of			

**Partnership**

Partnership Name		GST registered	yes	Frequency	1	2	6	No
IRD Number		GST Basis	Payment / Invoice / Hybrid					
Name of Payroll Software								
Partner Name		Partner Name						
IRD Number		IRD Number						
Address Line 1		Address Line 1						
Address Line 2		Address Line 2						
Permanent Resident of NZ	Y / N	Permanent Resident of NZ	Y / N					
if no which country are you resident of				if no which country are you resident of				

**Clubs / Committees**

Club/Committee name		IRD Number	
		name of payroll software	
<b>Member Name</b>		<b>Member Name</b>	
IRD Number		IRD Number	
Address Line 1		Address Line 1	
Address Line 2		Address Line 2	
<b>Member Name</b>		<b>Member Name</b>	
IRD Number		IRD Number	
Address Line 1		Address Line 1	
Address Line 2		Address Line 2	

**AML Requirements - Please bring with you**

Passport or NZ Drivers Licence  
Proof of Address (Dated less than 6 months ago)

GENERAL		
Do you have an current accountant	Y /N	(if yes) Accountant Name
Do you currently use xero	Y / N	Subscription name/s
how did you hear about us?		