



# *Aikido Association of New Zealand*

## ***How to Register with IRD and Apply for Tax Exemption***

For 'Not for Profit' organisations

### ***To Register***

You can register online. You need the following information

A Business Industry Classification (BIC) Code- Probably **R911258** you can look this up online

#### Documents you need

- Certificate of Incorporation.
- New Zealand Business Number. (if you don't have one don't worry about this)
- Annual General Meeting (AGM) minutes of the meeting appointing and confirming names and positions of chairperson, treasurer and secretary.
- Personal IRD numbers of the chairperson, treasurer and secretary.

The IRD numbers of the officers will be linked to the club so you will be able to log in using your own IRD number and then select the club when you need to manage it. This can be set up under 'I want to manage associated parties'.

NOTE: you may have to file a tax return for previous years. As I understand it member subscriptions are not taxable so it is only commercial activities. **You should check this!**

# ***Aikido Association of New Zealand***

## ***To Apply For Exemption***

### **Income Tax**

You should be eligible to get an income tax exemption if the club constitution specifies the club is:

- set up to promote an amateur sport
- for the general public's recreation and there are no significant barriers to participating or watching
- funds are not used for the private benefit of owners, shareholders, members, beneficiaries or anyone else associated with the club or society.

You have to write to IRD to see if you qualify.

They will check that your constitution contains the necessary rules.

They will tell you if you need to change anything.

#### **You'll need to provide:**

- your IRD number
- a copy of your not-for-profit's constitution
- your NZBN or Incorporation number.

Once approved you will get a letter online.

**Keep a hard copy and an electronic copy of the letter in your records**

### **Resident Withholding Tax**

This is a much simpler process

You can apply for an exemption from paying RWT if you are a not-for-profit organisation.

Log in to MyIR and select the club

**In myIR, select the 'I want to...' tab**

**Select 'Apply for an RWT exemption'**

You'll find this under the heading 'Registration, application and enrolment'

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# ***Aikido Association of New Zealand***

## **Submit the application**

You can attach supporting documentation before submitting but if you already have income tax exemption you will not need supporting documents.

Once approved, you will get a letter online, which you can send to your bank which will then stop deducting RWT from any interest bearing accounts.

**Keep a hard copy and an electronic copy of the letter in your records**

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