

How to advise that your business has stopped operating

In the event that your business stops operating, ACC levies are still due for the cover you received from 1 April up to the date the business stopped operating. For this reason ACC should be notified as soon as possible. The levies that are due are based on your actual liable earnings.

The business cessation procedure for employers and self-employed is as follows:

Have you stopped business, or (if an employer) stopped employing staff?

Yes – employers and Non-PAYE shareholders

Yes – self-employed

Immediately notify ACC of the stop trading date, employee earnings, and your actual earnings from 1 April to the stop trading date:

- by calling 0800 222 776, or
- downloading the Employer Levy Adjustment Form from www.acc.co.nz/productslevies/forms/

Immediately notify ACC of the stop trading date, and your actual earnings from 1 April to the stop trading date:

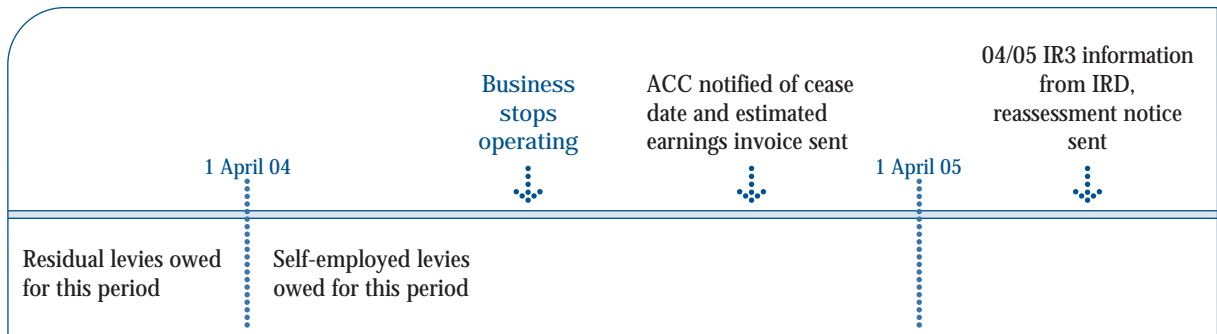
- by calling 0508 222 776, or
- downloading the self-employed Levy Adjustment Form from www.acc.co.nz/productslevies/forms/

ACC will then calculate your final levy and send a levy reassessment. If you have already paid your ACC levy for the year, then a refund may be due although a final Residual levy payment (and an earner levy payment for Non-PAYE shareholders) will also be charged at this time.

ACC will calculate the levies payable on your final invoice, which will be based on your actual earnings from 1 April to the stop trading date.

If your actual earnings are not available at the time, a reassessment notice may be sent once this information is available.

If the stop trading date was advised prior to the ACC annual invoicing cycle, then the invoice will be calculated based on your actual earnings when they become available from IRD. It is important to be aware that because of this, in some cases the final ACC account may not arrive until 18 months after your business stops trading, dependent on the IR3 Filing cycle. See the example below.



Contact Details

The ACC Business Service Centre operates during the hours of 8.00am – 6.00pm Monday to Thursday and 8.00am – 5.00pm Friday.



Te Kaporeihana Āwhina Hunga Whara

ACC Business Service Centre

Email business@acc.co.nz

Website www.acc.co.nz

Tax Agents phone 0800 222 991

Employers phone 0800 222 776

Self-employed phone 0508 426 837

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