



# Giving access to your ACC levy information

If you would like to authorise a representative to access your ACC levy information, complete and return this form. Or you can sign up for MyACC for Business and invite others to access your ACC account. Register now at [business.acc.co.nz](https://business.acc.co.nz)

## Section 1a – Your account details

\* Mandatory fields

If you have more than one ACC account, you will need to fill in a separate form for each

ACC account name:\*

ACC number:\*  OR IR number

Postal address:\* *This must match your account. If this has changed, please note in section 1c.*

Street

Suburb  City + Postcode

## Section 1b – If the account is for a non-individual

Complete the next two fields if the account you are giving access to is for a non-individual (e.g. a company). In doing so you are confirming you have delegated authority to submit this form.

Your name:

Your position:

## Section 1c – Your updated account details

To add or update any details on your account, please note below:

Preferred name (if applicable):

New postal address:

Street

Suburb  City + Postcode

Email address:

Phone:

Area code  Phone number

Mobile:

Code  Mobile number

## Section 2 – If giving access to an Agent or Advisor

I authorise the following organisation and its representative(s) to access my ACC levy account information.

ACC account name:\*

Trading name:

ACC number:\*  OR IR number

Postal address:\*  
 Street \_\_\_\_\_  
 Suburb \_\_\_\_\_ City + Postcode \_\_\_\_\_

Email address:\* \_\_\_\_\_

Phone:\*  
 Area code | Phone number  
 0 | \_\_\_\_\_

Mobile:\*  
 Code | Mobile number  
 0 | \_\_\_\_\_

**Section 3 – If giving access to other representatives (eg individuals)**

I authorise the following individual to access my ACC levy account information.

Full name:\* \_\_\_\_\_

Relationship:\* \_\_\_\_\_

Postal address:\*  
 Street \_\_\_\_\_  
 Suburb \_\_\_\_\_ City + Postcode \_\_\_\_\_

Email address:\* \_\_\_\_\_

Phone:\*  
 Area code | Phone number  
 0 | \_\_\_\_\_

Mobile:\*  
 Code | Mobile number  
 0 | \_\_\_\_\_

**Section 4 - Declaration**

The information provided on this form will only be used and disclosed for lawful purposes connected with our functions and activities under the Accident Compensation Act 2001. At all times, ACC will comply with the Privacy Act 2020, the Health Information Privacy Code 2020, and the Official Information Act 1982. Further details of how and why we collect, use, store and disclose information are set out in our Personal Information and Privacy Policy, which may be viewed on our website: [acc.co.nz/privacy/privacy-disclaimer/](http://acc.co.nz/privacy/privacy-disclaimer/)

ACC shares personal information with other agencies for the purposes of managing claims and entitlements, to fulfil our other statutory functions, and in other situations where permitted or required by law.

Cancellation of this authority must be made in writing, online or by telephone. It will not be effective until it is received by ACC.

You have the right to access and request correction of personal information that ACC holds about you.

ACC is not liable for any action taken in connection with information provided under this authority.

I declare:

- that, where this form is being submitted on behalf of a non-individual, I am duly authorised to submit it.

I authorise:

- ACC to carry out or initiate transactions and to provide levy information in accordance with this authority, from the date on which ACC receives and processes this form.
- the Agent or Advisor organisation referred to in section 2 (if applicable) and each representative within that organisation, to access and make changes to my ACC levy account (by telephone, email, letter, fax, form, and online).
- my representative referred to in section 3 (if applicable) to access and make changes to my ACC levy account (by telephone, email, letter, fax, form, and online).

Your signature:\* \_\_\_\_\_ Date: DD | MM | YYYY \_\_\_\_\_

**Please return by email to [business@acc.co.nz](mailto:business@acc.co.nz) or post to ACC Business Service Centre, PO Box 795, Wellington 6140  
 For assistance ► phone 0800 222 776 or email [business@acc.co.nz](mailto:business@acc.co.nz)**