

# Changes to your business information

If you're self-employed and making changes to your business, call us on freephone 0508 426 837 or complete and return this form.

## Section 1 – Your contact details

ACC number:

IR number:

Name:

Postal address:

Street

Suburb  City + Postcode

Email address:

Phone:

Area code  Business number

Fax:

Area code  Business number

Mobile:

Code  Mobile number

## Section 2 – Stopping self-employment

**Complete this section if you have stopped or are about to stop being self-employed.**

Date you stopped/will stop self-employment:

Are you an ACC CoverPlus Extra customer?

- Yes. You do not need to provide any more information in this section, please go to the next section.
- No. Please complete the following table.

### Earnings calculation from 1 April to the date you stopped being self-employed

Self-employed earnings ( <i>gross income excluding GST</i> )	A	\$	.
Less self-employed expenses ( <i>all business expenses excluding GST that relate to your self-employed income</i> )	B	\$	.
<b>Total net self-employed earnings</b> ( <i>these are liable for ACC levies</i> )	<b>A – B</b>	\$	.

ACC will send you an invoice based on your earnings stated here. We need to know your liable earnings up to the date you stop being self-employed to provide a reassessment of your levies. If this is different from the earnings you file with Inland Revenue, ACC may send you an adjusted invoice.

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### Section 3 – Changing your business activity

**Complete this section if your business activity has changed or will change. You need to complete all boxes in this section before we can change your business description.**

In most cases your business activity relates to services your business provides or goods your business produces. Business industry descriptions and codes are listed on [www.businessdescription.co.nz](http://www.businessdescription.co.nz). For help call freephone 0508 426 837.

Date your business activity changed:

New business description:

New classification unit/business industry code:

Please explain why you are requesting a change to your business description

### Section 4 – Changing your full-time or part-time status

**Complete this section if you have changed your hours of work.**

Date that your hours of work changed:

I now work  full time: more than 30 hours a week on average, in all forms of employment.  
 OR  
 part time: less than 30 hours a week on average, in all forms of employment.

### Section 5 – Your earnings are going to be different in the coming year

**Complete this section if you need to change the information provided to Inland Revenue on your IR3.**

Earnings for year ended:

IR3 key point	Amount filed on your IR3	Reallocated amount
Total overseas income (Box 17B in your IR3 return)	\$	\$
Total partnership income (Box 18B in your IR3 return)	\$	\$
Income from self-employment (Box 23 in your IR3 return)	\$	\$
Other income (Box 24 in your IR3 return)	\$	\$
Expenses (Box 26 in your IR3 return)	\$	\$
<b>Total</b> (Totals A and B must match. If not you need to go back to Inland Revenue to adjust your IR3 return.)	<b>A\$</b>	<b>B\$</b>

Please explain why you are requesting a change to your declared earnings

## Section 6 – Declaration

The information on this form is true and correct to the best of my knowledge.

I understand that providing false information is a punishable offence under the Crimes Act 1961.

I understand that I must pay any ACC invoice that I have received, and that any levy adjustments are at ACC's discretion.

I understand that ACC has a right to review my information.

I understand that information provided on this form will only be issued to fulfil the requirements of the Accident Compensation Act 2001; and that ACC complies at all times with the Privacy Act 1993 and the Health Information Privacy Code 1994.

Account holder  
name:

My name

(if different to above):

Position (if not the  
account holder):

Your signature:

Date:

DD	MM	YYYY
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### Checklist

- Please continue to pay any invoices that you have. If there is a difference to your levies ACC will send you either a credit or a debit note.
- Keep a copy of this form for your records.

Please return to ► ACC Business Service Centre, P O Box 795, Wellington 6140  
For assistance ► freephone 0508 426 837, email [business@acc.co.nz](mailto:business@acc.co.nz) or freefax 0800 222 003

In the collection, use and storage of information ACC will at all times comply with the obligations of the Privacy Act 1993 and the Official Information Act 1982.