

Clients tax residency

Data capture process

Process – BNZ customer

- Collects and validates self-certification from clients
- Captures information in clients tax residency spreadsheet provided
- Name files using naming convention required
- Send the clients tax residency information spreadsheet to:
bnz_global_tax_compliance@bnz.co.nz

Process – BNZ

- Receive and process information submitted by BNZ customer
- If submission contains errors BNZ will contact BNZ customer advising what needs to be resolved and re-submitted
- If submission is complete with no errors it is saved and referenced for annual Inland Revenue reporting.

Note - as part of BNZ's quality assurance review, BNZ may select a sample of clients and you may be asked to provide the relevant supporting documentation for these clients.



Completing the clients tax residency spreadsheet

What should be included?

All new client accounts opened within the preceding calendar month must be added to the spreadsheet and submitted to BNZ.

- Individual and Entity client accounts are added to the **Account Owner tab**
- Controlling Persons associated with Entity classifications “CRS Passive NFE”, “CRS FI – Managed Investment Entity”, or “FATCA Other with US Controlling Person” are added to the **Controlling Persons tab**

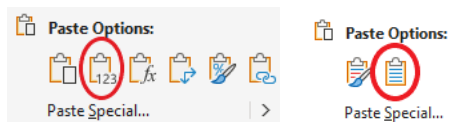
General Comments

- All Controlling Persons **must** be a natural person.
- An Entity with a classification “CRS Passive NFE”, “CRS FI Managed Investment Entity”, or “FATCA Other with US Controlling Person” must have a **minimum of one** Controlling Person associated to it.
- The Trustee may elect to remove client accounts from the submission spreadsheet that have been closed within a tax year (01/04/yy to 31/03/yy) **after** that tax year has concluded and all client accounts have been submitted to BNZ.

Completing the clients tax residency spreadsheet (continued)

General rules for all sheets:

- If you need to copy and paste information in this spreadsheet ensure you right click on the cell(s) and paste it into the submission spreadsheet as either a **value** or **match destination formatting (M)**.



- Only enter details of **one** individual, entity or controlling person on **each row** i.e. do not spread or merge single records across multiple rows as this does not comply with Inland Revenue reporting requirements.
- Do not enter **blank rows** into the submission.
- If the Entity classification is “CRS Passive NFE”, “CRS FI Managed Investment Entity”, or “FATCA Other with US Controlling Person”, ensure **all controlling persons** of the entity are included in the Controlling Persons tab.
- All red cells are mandatory fields and must be populated.

Client's CFS Account Number	Individual or Organisation account holder	Date of CRS self-certification	Date of FATCA self-certification	Individual First Name	Individual Middle Name	Individual Last Name	Individual Date of Birth	Entity Name	CRS Entity Classification	FATCA Entity Classi
	Individual									
	Organisation									

- All Individual account holders must have “Country tax resident of another country?” **and** “US Person for FATCA?” populated. If either of these cells are populated with “Y”, Tax Residency Country one/two/three (as applicable) and the associated TIN for each country must be populated.

Client's CFS Account Number	Individual or Organisation account holder	Current tax resident of another country? (other than NZ)	US Person for FATCA? (Individual Only)	Exempt US Entity for FATCA? (Entities Only)	IRD Number	Tax Residency Country one
78945	Individual	Y	N			
45687	Individual	Y	Y			
12429	Individual		N			
20829	Individual	N				

- All Entity account holders must have “Country tax resident of another country?” **and** “Exempt US Entity for FATCA?” populated. If “Country tax resident of another country?” is “Y” or “Exempt US Entity for FATCA?” is “N”, Tax Residency Country one/two/three (as applicable) and the associated TIN for each country must be populated.

Client's CFS Account Number	Individual or Organisation account holder	Current tax resident of another country? (other than NZ)	US Person for FATCA? (Individual Only)	Exempt US Entity for FATCA? (Entities Only)	IRD Number	Tax Residency Country one
78945	Organisation	Y		N		
45687	Organisation	Y		Y		
12429	Organisation	N				
20829	Organisation			Y		

- All Controlling Persons must have “Country tax resident of another country?” **and** “US Person for FATCA?” populated. If either of these cells are populated with “Y”, Tax Residency Country one/two/three (as applicable) and the associated TIN for each country must be populated.

Client's CFS Account Number	Current tax resident of another country? (other than NZ)	US Person for FATCA? (Individual Only)	Tax Residency Country one	Tax Identification Number (TIN) for Country one or Reas
12345	Y	N		
67890	N	Y		

Completing the clients tax residency spreadsheet (continued)

- Where **multiple countries of tax residency** exist, use Tax Residency Country one/two/three (as applicable). For each Tax Residency country the associated TIN must be populated.

Client's CFS Account Number	Individual or Organisation account holder	Current tax resident of another country? (other than NZ)	US Person for FATCA? (Individual Only)	Exempt US Entity for FATCA? (Entities Only)	IRD Number	Tax Residency Country one	Tax Identification Number (TIN) for Country one or Reason	Tax Residency Country two	Tax Identification Number (TIN) for Country two or Reason	Tax Residency Country three	Tax Identification Number (TIN) for Country three or Reason
12345	Individual	Y	Y			GB - United Kingdom	DQ123456C	AU - Australia	123-456-7891	US - United States of America	845-96-7894
65438	Organisation	Y		Y		US - United States of America	987-55-7894	GB - United Kingdom	LM456789C	AU - Australia	234-566-7894

- For joint accounts, show each **Individual** on a **separate row**.

Client's CFS Account Number	Individual or Organisation account holder	Date of CRS self-certification	Date of FATCA self-certification	Individual First Name	Individual Middle Name	Individual Last Name	Individual Date of Birth
78945	Individual	18/12/2020		John	Edward	Smith	12/04/1967
78945	Individual	16/12/2020		Kate		Smith	25/01/1973

- Where there is more than one Controlling Persons associated to an Entity, show each Controlling Person on a **separate row** in the Controlling Persons Tab.

Client's CFS Account Number	Date of CRS self-certification	Entity Name	Controlling Person (First Name)	Controlling Person (Middle Name)	Controlling Person (Last Name)	Controlling Person Date of Birth	Current tax resident of another country? (other than NZ)	US Person for FATCA? (Individual Only)	Tax Residency Country one	Tax Identification Number (TIN) for Country one or Reason
45678	18/12/2020	Smith Trust	John	Edward	Smith	1/05/1985	Y	N	GB - United Kingdom	DQ123456C
45678	18/12/2020	Smith Trust	Maria		Smith	12/07/1964	N	N		
45678	18/12/2020	Smith Trust	Luke		Smith	5/04/1974	N	N		
45678	18/12/2020	Smith Trust	Frank	Luis	Smith	16/06/1967	N	N		
45678	18/12/2020	Smith Trust	David		Smith	8/12/1977	Y	Y	US - United States of America	954-48-6484
45678	18/12/2020	Smith Trust	Angela		Smith	25/01/1991	N	N		

- If an Entity with Controlling Persons has more than one client account, replicate the Controlling Persons for **each** client account.

Client's CFS Account Number	Date of CRS self-certification	Entity Name	Controlling Person (First Name)	Controlling Person (Middle Name)	Controlling Person (Last Name)	Controlling Person Date of Birth	Current tax resident of another country? (other than NZ)	US Person for FATCA? (Individual Only)	Tax Residency Country one	Tax Identification Number (TIN) for Country one or Reason
10100	26/11/2020	Jones Family Trust	Mark	Adam	Jones	25/05/1972	Y	N	AU - Australia	123456789
10100	28/11/2020	Jones Family Trust	Catherine		Jones	15/03/1975	N	N		
10100	28/11/2020	Jones Family Trust	Brett		Haves	5/08/1982	N	N		
10150	26/11/2020	Jones Family Trust	Mark	Adam	Jones	25/05/1972	Y	N	AU - Australia	123456789
10150	28/11/2020	Jones Family Trust	Catherine		Jones	15/03/1975	N	N		
10150	28/11/2020	Jones Family Trust	Brett		Haves	5/08/1982	N	N		

- If the Entity classification is "CRS Passive NFE", "CRS FI Managed Investment Entity", or "FATCA Other with US Controlling Person" **and** "Country tax resident of another country?" is "N", IRD number **must** be populated.

Client's CFS Account Number	Individual or Organisation account holder	CRS Entity Classification	FATCA Entity Classification	FATCA Entity Classification Description	Current tax resident of another country? (other than NZ)	US Person for FATCA? (Individual Only)	Exempt US Entity for FATCA? (Entities Only)	IRD Number	Tax Residency Country one
45678	Organisation	Section 3(C): Passive NFE	Section C(4): OTH - HAS Beneficial Owners/Controlling Persons	The Entity has US Beneficial Owners/Controlling Persons	Y		N		
98451	Organisation	Section 3(C): Passive NFE	Section A(2): US Entity - Exempt for Reporting	Does the US Entity qualify as exempt from FATCA reporting? YES	N		Y		
18947	Organisation	Section 3(C): Passive NFE	Section C(4): OTH - HAS Beneficial Owners/Controlling Persons	The Entity has US Beneficial Owners/Controlling Persons	N		N		
47236	Organisation	Section 3(C): Passive NFE	Section C(3): OTH - NO Beneficial Owners/Controlling Persons	The Entity has no US Beneficial Owners/Controlling Persons	N		N		

- All excluded client accounts classified as "Y", for "CRS & FATCA Excluded Account" must populate "CRS & FATCA Excluded Account Reason". Refer to the 'NZ CRS Applied Standard' (Section VIII Defined Terms Part C (No.17) for the definition of 'Excluded Account'. [NZ CRS Applied Standard](#)

Client's CFS Account Number	CRS & FATCA Excluded Account (Y/N)	CRS & FATCA Excluded Account Reason
78945	Y	
45687	N	

Entering tax residency information for Account Owner

Account Owner	
Client's CFS account number	Must be a 5 digit number e.g. 00866
Individual or Organisation account holder	Must not be blank Use the drop-down option to select if your client is an Individual or Organisation
Date of CRS self-certification	Must be a date prior to TODAY'S DATE and in DD/MM/YYYY format
Date of FATCA self-certification	Must be a date prior to TODAY'S DATE and in DD/MM/YYYY format Only applicable if client account is an Organisation/Entity
Individual first name	Must not be blank if account holder is an "Individual" Populate with your client's legal first name
Individual middle name	Populate with your client's legal middle name
Individual last name	Must not be blank if account holder is an "Individual" Populate with your client's legal last name
Individual date of birth	Must not be blank if account holder is an "Individual" Must be a date DD/MM/YYYY format
Entity name	Must not be blank if account holder is "Organisation" Populate with your client's full legal name
CRS Entity classification	Use the self-certificate form to select the correct option from the drop-down options: Section 3(A): Active NFE - Other Section 3(A): Publicly traded NFE Section 3(A): Central bank Section 3(A): Government Entity Section 3(A): International organisation Section 3(B): FI - Managed Investment Entity Section 3(B): FI - Depository, Custodial, Specified Insurance or Other Section 3(C): Passive NFE
FATCA Entity classification	Use the self-certificate form to select the correct option from the drop-down options: Section A(1): US Entity Section A(2): US Entity - Exempt for Reporting Section B(1): FI - Reporting Financial Institution Section B(2): FI - Deemed-Compliant Financial Institution Section B(3): FI - Exempt Beneficial Owner Section B(4): FI - Non-Participating Financial Institution Section C(1): OTH - Exempt Beneficial Owner Section C(2): OTH - Active Non-Financial Entity (NFFE) Section C(3): OTH - NO Beneficial Owners/Controlling Persons Section C(4): OTH - HAS Beneficial Owners/Controlling Persons
FATCA Entity classification description	This column will auto populate when you select a FATCA Entity Classification and provides a description relevant to your choice
Current tax resident of another country? (other than NZ)	Must not be blank if account holder is an "Individual" Select "N" if client has current Tax Residency only in New Zealand Select "Y" if client has current Tax Residency in a country other than New Zealand If "Y" is selected Tax Residency Country one/two/three (as applicable) and the associated TIN for each country must be populated
US Person for FATCA? (Individual only)	Must not be blank if account holder is an "Individual" Select "N" if client is a US Person Select "Y" if client is a US Person

Entering tax residency information for Account Owner (continued)

Account Owner	
Exempt US Entity for FATCA? (Entities Only)	Must not be blank if account holder is an "Organisation" Select "N" if Entity is not exempt for FATCA Select "Y" if Entity is exempt for FATCA"
IRD number	For Organisations ONLY with specific entity classifications: If your client is an Organisation and certified themselves as "CRS Passive NFE", "CRS FI - Managed Investment Entity" or "FATCA Other with US Controlling Person" and the Organisation only has New Zealand tax residency, please provide their New Zealand IRD number.
Tax residency country one	Use the drop-down option to select the desired country of tax residency. If the country is not available in the drop-down options please contact bnz_global_tax_compliance@bnz.co.nz
Tax Identification Number (TIN) for country one or Reason	Must be either a Tax ID Number (TIN) or reason code: A - The country does not issue tax numbers or equivalents to its residents B - Unable to obtain a tax number C - No tax number or equivalent is required for the country
Tax residency country two	Use the drop-down option to select the desired country of tax residency. If the country is not available in the drop-down options please contact bnz_global_tax_compliance@bnz.co.nz
Tax Identification Number (TIN) for country two or reason	Must be either a Tax ID Number (TIN) or reason code: A - The country does not issue tax numbers or equivalents to its residents B - Unable to obtain a tax number C - No tax number or equivalent is required for the country
Tax residency country three	Use the drop-down option to select the desired country of tax residency. If the country is not available in the drop-down options please contact bnz_global_tax_compliance@bnz.co.nz
Tax Identification Number (TIN) for country three or reason	Must be either a Tax ID Number (TIN) or reason code: A - The country does not issue tax numbers or equivalents to its residents B - Unable to obtain a tax number C - No tax number or equivalent is required for the country
GIIN	Global Intermediary Identification Number (GIIN) Populate if provided in the self-certification
Building number	
Street	Must not be blank
Suite number	
Floor number	
District	
City	Must not be blank
State / Province / Region	
Postcode	
Country	Must not be blank. Use the drop-down option to select the desired country. If the country is not available in the drop-down options please contact bnz_global_tax_compliance@bnz.co.nz
CRS & FATCA excluded account (Y/N)	
CRS & FATCA excluded account reason	Must not be blank if "CRS & FATCA Excluded Account" is "Y"
Account closed	Select "Y" to indicate the client account has been closed in the CFS Online system
Notes	

Entering tax residency information for Controlling Persons

Account Owner	
Client's CFS account number	Must be a 5 digit number e.g. 00866
Date of CRS self-certification	Must be a date prior to TODAY'S DATE and in DD/MM/YYYY format
Entity name	Must not be blank. Must be the same "Entity Name" as that populated in the Account Owner tab for the Client's CFS Account Number
Controlling Person (first name)	Must not be blank. Populate with the Entity Controlling Person's legal first name
Controlling Person (middle name)	Populate with the Entity Controlling Person's legal middle name
Controlling Person (last name)	Must not be blank. Populate with the Entity Controlling Person's legal last name
Controlling Person date of birth	Must not be blank. Must be a date DD/MM/YYYY format
Current tax resident of another country? (other than NZ)	Must not be blank Select "N" if Controlling Person has current Tax Residency only in New Zealand Select "Y" if Controlling Person has current Tax Residency in a country other than New Zealand If "Y" is selected Tax Residency Country one/two/three (as applicable) and the associated TIN for each country must be populated
US Person for FATCA? (Individual only)	Must not be blank Select "N" if Controlling Person is not a US Person Select "Y" if Controlling Person is a US person
Tax residency country one	Use the drop-down option to select the desired country of tax residency. If the country is not available in the drop-down options please contact bnz_global_tax_compliance@bnz.co.nz
Tax Identification Number (TIN) for country one or reason	Must be either a Tax ID Number (TIN) or reason code: A - The country does not issue tax numbers or equivalents to its residents B - Unable to obtain a tax number C - No tax number or equivalent is required for the country
Tax residency country two	Use the drop-down option to select the desired country of tax residency. If the country is not available in the drop-down options please contact bnz_global_tax_compliance@bnz.co.nz
Tax Identification Number (TIN) for country two or reason	Must be either a Tax ID Number (TIN) or reason code: A - The country does not issue tax numbers or equivalents to its residents B - Unable to obtain a tax number C - No tax number or equivalent is required for the country
Tax residency country three	Use the drop-down option to select the desired country of tax residency. If the country is not available in the drop-down options please contact bnz_global_tax_compliance@bnz.co.nz
Tax Identification Number (TIN) for country three or reason	Must be either a Tax ID Number (TIN) or reason code: A - The country does not issue tax numbers or equivalents to its residents B - Unable to obtain a tax number C - No tax number or equivalent is required for the country
Building number	
Street	Must not be blank
Suite number	
Floor number	
District	
City	Must not be blank

Entering tax residency information for Controlling Persons (continued)

Account Owner	
State / Province / Region	
Postcode	
Country	Must not be blank. Use the drop-down option to select the desired country. If the country is not available in the drop-down options please contact bnz_global_tax_compliance@bnz.co.nz
Controlling Person - Type	<p>Must not be blank</p> <p>Use the self-certificate form to select the correct option from the drop-down options:</p> <p>CRS801 - CP of legal person - ownership</p> <p>CRS802 - CP of legal person - other means</p> <p>CRS803 - CP of legal person - senior managing official</p> <p>CRS804 - CP of legal arrangement - trust - settlor</p> <p>CRS805 - CP of legal arrangement - trust - trustee</p> <p>CRS806 - CP of legal arrangement - trust - protector</p> <p>CRS807 - CP of legal arrangement - trust - beneficiary</p> <p>CRS808 - CP of legal arrangement - trust - other</p> <p>CRS809 - CP of legal arrangement - other - settlor-equivalent</p> <p>CRS810 - CP of legal arrangement - other - trustee-equivalent</p> <p>CRS811 - CP of legal arrangement - other - protector-equivalent</p> <p>CRS812 - CP of legal arrangement - other - beneficiary-equivalent</p> <p>CRS813 - CP of legal arrangement - other - other-equivalent</p>
CRS & FATCA excluded account (Y/N)	
CRS & FATCA excluded Account reason	Must not be blank if "CRS & FATCA Excluded Account" is "Y"
Notes	

File naming conventions



Monthly submission for CFS client accounts

- Please save the completed Excel template as **[Date of Submission (YYYYMMDD)]_[BNZ Customer Number]_[Trustee Name]_Client Info.xls** e.g. 20210115_67289045_Law Associates_Client Info.xls

Note: The reference to ‘BNZ Customer Number’ refers to the internal BNZ Customer Number allocated to you by BNZ. This number will be provided when the Client Tax Residency spreadsheet template is sent by BNZ.

- Please save the above spreadsheet in a 7-zip file as **[Date of Submission (YYYYMMDD)]_[BNZ Customer Number]_[Trustee Name]_Client Info.7z** e.g. 20210115_67289045_Law Associates_Client Info.7z

Clients CRS information for Quality Assurance (QA)

Please collect and store supporting documents with the following file naming convention. If required we may ask you to provide these documents for QA purposes.

- Each client’s self certification (Individual and Entity) should be saved as **[BNZ Customer Number]_[CFS Account Number]_[Client Name]** e.g. 67289045_12345_John Higgs (Individual)
Or 67289045_12345_John Higgs Family Trust (Entity)
- Each Controlling Person’s self certification should be saved as **[BNZ Customer Number]_[CFS Account Number]_[Controlling Person Name]_CP** e.g. 67289045_12345_John Smith_CP
- Supporting evidence for an Excluded Account should be saved as **[BNZ Customer Number]_[CFS Account Number]_EXCLUDED** e.g. 67289045_12345_EXCLUDED

Email submission instructions



- To maintain the security of your clients’ information, please ensure that the information is sent as a 7-zip file and is password encrypted with the required password.
- If you do not know the password, or need a reminder please email **bnz_global_tax_compliance@bnz.co.nz**
- For instructions on how to install ‘7-zip’ on your computer and create a 7-zip file, please refer to the instructions on the following pages.
- Mac Users can use the “Unarchive” app (available free from the Mac App Store) to unzip and zip the files.

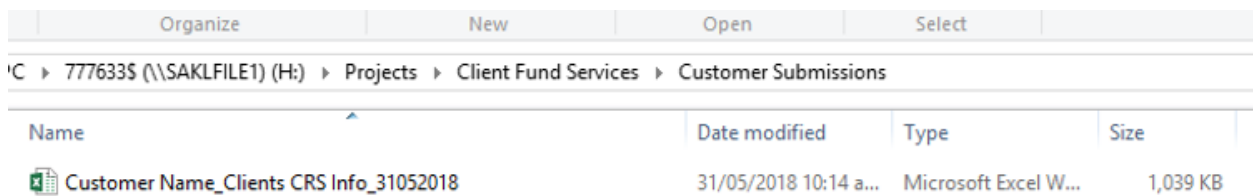
Instructions for 7-zip file


Install '7-zip' on your computer

1. Download 7-zip via the browser using the following www.7-zip.org
2. Select 'Download' from the menu bar on the left of the web page.
3. Select the most appropriate version of 7-zip software for your computer by clicking on the blue 'Download' link and save the download to the 'Downloads' directory folder onto your computer.
4. Open the 'Downloads' directory on your computer.
5. Find the file you downloaded and run it, this will install the 7-zip software on your computer.

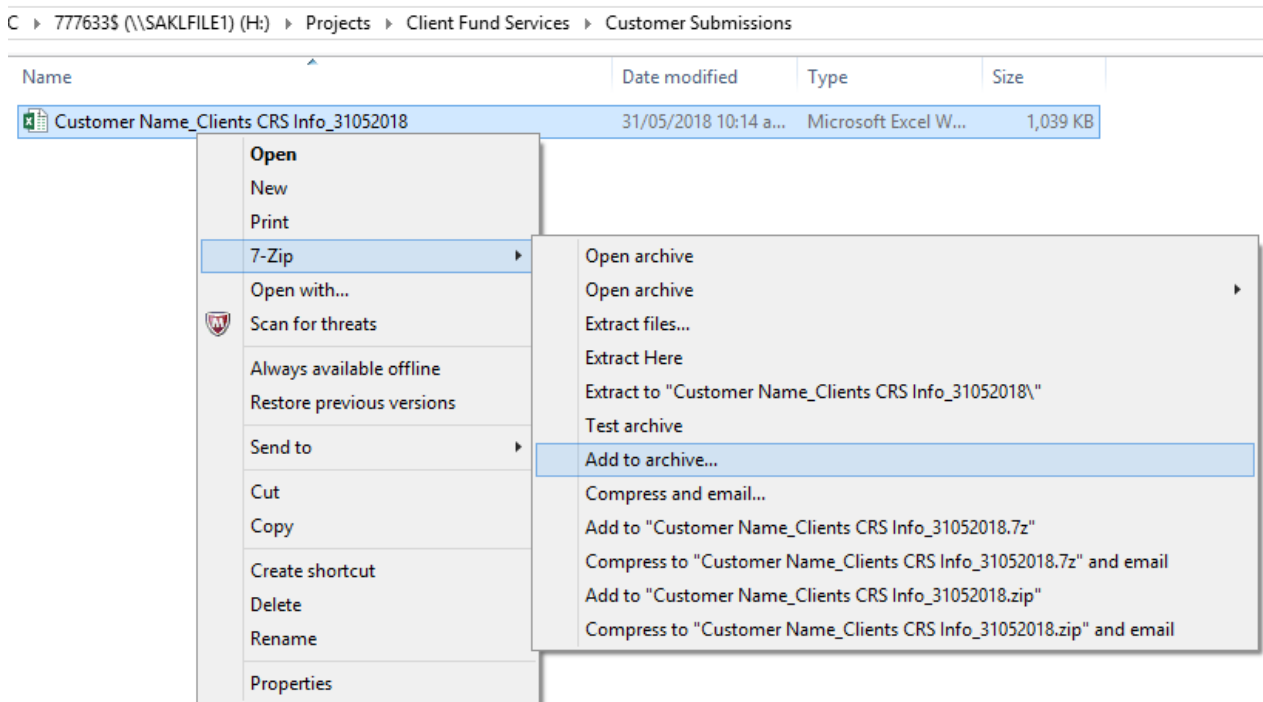
Creating a 7-zip file


For example, a 7-zip file for monthly submission of CFS client accounts:



Name	Date modified	Type	Size
 Customer Name_Clients CRS Info_31052018	31/05/2018 10:14 a...	Microsoft Excel W...	1,039 KB

1. Select the file that you would like included in the 7-zip file (highlighted blue below)
2. Hold the <Ctrl> button, and
3. Right click the mouse, then select **<7-Zip> <Add to archive...>**



Name	Date modified	Type	Size
 Customer Name_Clients CRS Info_31052018	31/05/2018 10:14 a...	Microsoft Excel W...	1,039 KB

- Open
- New
- Print
- 7-Zip**
- Open with...
- Scan for threats
- Always available offline
- Restore previous versions
- Send to
- Cut
- Copy
- Create shortcut
- Delete
- Rename
- Properties

- Open archive
- Open archive
- Extract files...
- Extract Here
- Extract to "Customer Name_Clients CRS Info_31052018\"
- Test archive
- Add to archive...**
- Compress and email...
- Add to "Customer Name_Clients CRS Info_31052018.7z"
- Compress to "Customer Name_Clients CRS Info_31052018.7z" and email
- Add to "Customer Name_Clients CRS Info_31052018.zip"
- Compress to "Customer Name_Clients CRS Info_31052018.zip" and email

Instructions for 7-zip file (continued)

4. The following screen will appear.

Archive: Customer Name_Clients CRS Info_31052018.7z

Archive format: 7z

Compression level: Normal

Compression method: LZMA

Dictionary size: 16 MB

Word size: 32

Solid Block size: 2 GB

Number of CPU threads: 2 / 4

Memory usage for Compressing: 192 MB

Memory usage for Decompressing: 18 MB

Split to volumes, bytes:

Update mode: Add and replace files

Options

Create SFX archive

Compress shared files

Encryption

Enter password: *****

Reenter password: *****

Show Password

Encryption method: AES-256

Encrypt file names

Parameters:

OK Cancel Help

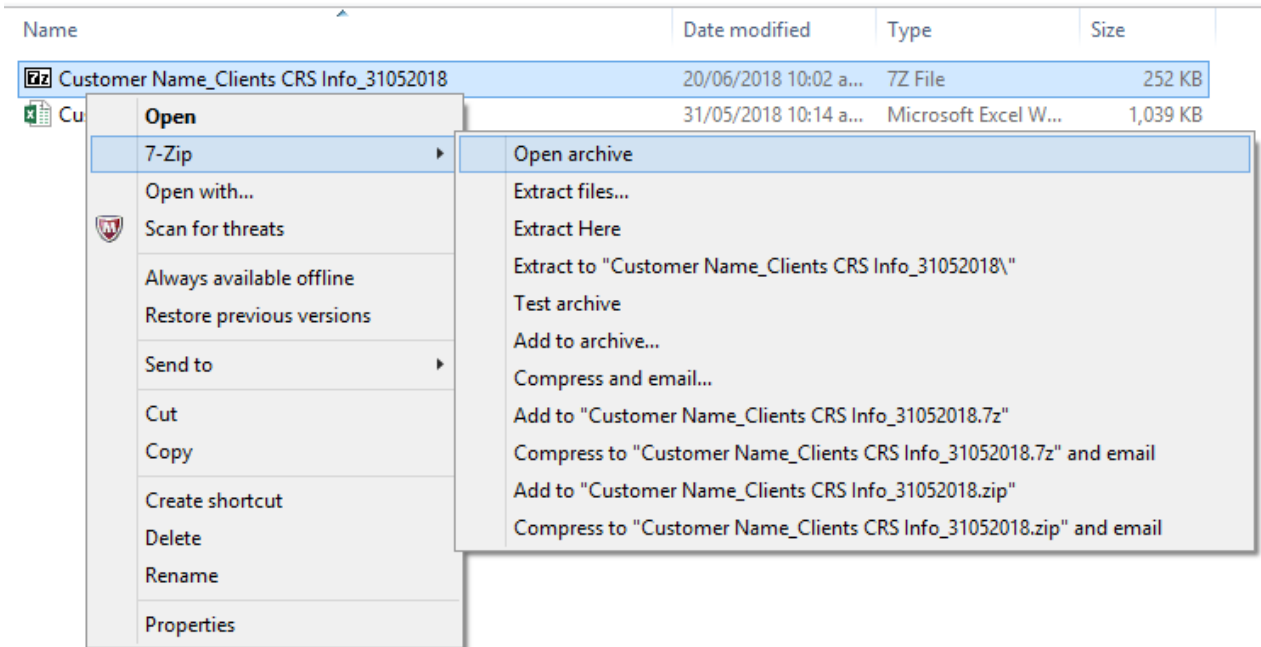
5. Under the 'Encryption' section, please enter the password for the 7-zip file in the above fields.
6. Please tick the 'Encrypt file names' box and click <OK>.
7. The 7-zip folder will appear in the directory as follows.

C > 777633\$ (\\SAKLFILE1) (H:) > Projects > Client Fund Services > Customer Submissions

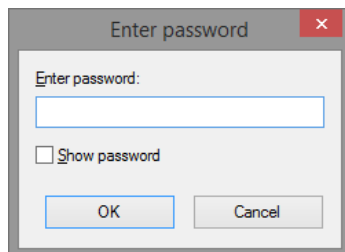
Name	Date modified	Type	Size
Customer Name_Clients CRS Info_31052018	19/06/2018 2:50 p...	7Z File	252 KB
Customer Name_Clients CRS Info_31052018	31/05/2018 10:14 a...	Microsoft Excel W...	1,039 KB

Instructions for 7-zip file (continued)

1. To open the 7-zip file. Select the 7-zip file, right click the mouse and select **<7-Zip> <Open archive>**.



2. The following screen will appear.



3. Enter the appropriate password and click **<OK>**

The zip folder will display the files in the 7-zip file and you will be able to open the files listed in the zip folder

