

# Giving access to your ACC Information to ACC Made Easy Ltd

| Section 1 – your details           |                              |                          |                        |
|------------------------------------|------------------------------|--------------------------|------------------------|
| Company/Trading Name:              |                              |                          |                        |
| Company ACC Number:                |                              | Company IRD Number:      |                        |
| Shareholder/Partner/Client 1 Name: |                              |                          |                        |
| Personal ACC Number:               | Shareholder/partner #1       | Personal IRD Number:     | Shareholder/partner #1 |
| Date of birth:                     | Shareholder/partner #1       | Hours of work (average): | Shareholder/partner #1 |
| Shareholder/Partner/Client 1 Name: |                              |                          |                        |
| Personal ACC Number:               | Shareholder/partner #2       | Personal IRD Number:     | Shareholder/partner #2 |
| Date of birth:                     | Shareholder/partner #2       | Hours of work (average): | Shareholder/partner #2 |
| Postal Address:                    | Street                       |                          |                        |
|                                    | Suburb, City, postcode       |                          |                        |
| E-mail Address:                    |                              |                          |                        |
| Phone numbers:                     | Business, home and/or mobile |                          |                        |
| Accountant:                        | Name and/or firm             |                          |                        |

| Section 2 – giving access to ACC Made Easy |  |
|--|--|
| Name of organisation:                      | ACC Made Easy  |
| Main representative:                       | Miranda Clark  |
| Postal Address:                            | ACC Made Easy, 34 Cambridge Road, Tauranga 3110                          |
| E-mail address:                            | <a href="mailto:Miranda@accmadeeasy.co.nz">Miranda@accmadeeasy.co.nz</a> |
| Phone:                                     | 07 579 4088  |
| Mobile:                                    | 021 449 466  |

## Section 3 - access

- Access and change information through ACC online and directly with ACC Staff:  
This will allow your named representative to access and change your ACC levy account online and at their discretion delegate access to your information to other members of the organisation. This will also allow each member of the organisation to query and change your ACC levy account information through ACC staff.

## Section 4 – declaration

I authorise ACC to carry out or initiate transactions in accordance with this authority.  
I understand that ACC is not liable to any action done in accordance with this authority.  
I understand that this authority comes into effect from the date the ACC Business Service Centre receives and processes this form.  
I understand that by providing authority to an Agent or Advisor organisation I am providing authorisation to each representative within that organisation.  
I understand that I am giving my representative authority to access my account by telephone, e-mail, letter fax, form or as indicated on section 2 of this form.  
I understand that the cancellation of this authority must be made in writing or by telephone. It will not be effective until received by the ACC Business Service Centre.  
I understand that information provided on this form will only be issued to fulfil the requirements of the ACC Act 2001, and that ACC complies at all times with the Privacy Act 1993, and the Official Information Act 1982.

Shareholder/Partner/Client Signature:..... Date: .....

Shareholder/Partner/Client Signature:..... Date: .....

Please return to ACC Made Easy Ltd by e-mailing or posting to the above addresses