

EXPOSURE DRAFT - FOR COMMENT AND DISCUSSION ONLY | HUKIHUKI HURANGA - MŌ TE TĀKUPU ME TE MATAPAKI ANAKE

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Send feedback to | Tukuna mai ngā whakahokinga kōrero ki <u>public.consultation@ird.govt.nz</u>

OPERATIONAL STATEMENT

Authority to Act for Tax Agents and other Intermediaries and Nominated Persons

Issued: XX XXXXXX 202X



Operational statements set out the Commissioner of Inland Revenue's view of the law in respect of the matter discussed and deal with practical issues arising out of the administration of the Inland Revenue Acts.

This Statement prescribes the manner by which a tax agent or a representative can obtain the authority to act from their clients. It also prescribes the manner in which a person may nominate a person to act on their behalf with Inland Revenue in respect of their tax affairs. All legislative references in this Statement are to the Income Tax Act 2007, unless specified otherwise.

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REPLACES

 OS 22/03: Authority to Act for Tax Agents and other Intermediaries and Nominated Person, issued on 6 July 2022.

Introduction

This Statement prescribes how a tax agent, or a representative can obtain the authority to act from their clients and the process for a person to get another person to act for them in relation to their tax affairs and/or their social policy entitlements and obligations. These people will collectively be referred to as "agents", "representatives" or "nominated persons in" these guidelines.

Schedule 7, part B, clause 15 of the Tax Administration Act 1994 (TAA) allows the Commissioner to make available sensitive revenue information to the agent of a taxpayer, where that taxpayer has authorised the agent in a manner as the Commissioner prescribes.

A service provider, such as a tax agent or a representative, who obtains the authority to act from a client in accordance with this Statement is considered an agent of that client under Schedule 7, part B, clause 16.

As an agent, the tax agent or representative must hold authority from their client in order to link to the client's accounts and to give the agent or the agency the legal permission to deal with Inland Revenue on their client's behalf. The authority to act can either be in a written form or in electronic form.

Linking to a client means the agent will be granted direct online access to their client's tax accounts for which they have authority to act. This will give the tax agent the ability to view and update a client's records and information. It is, therefore, important for Inland Revenue to ensure that a tax agent or representative has obtained proper authorisation for that access.

This Statement sets out information about:

- who may give an authority to act;
- what the authority to act should cover;
- the requirements for obtaining authority to act electronically;
- the requirement to keep a record of the client's authority and identity verification documents; and
- Inland Revenue's process for auditing these documents.



Application of the statement

- 1. This Statement applies from xx xxx.
- 2. The guidelines apply to:
 - service providers who are listed as a tax agent under s 124C; and
 - persons who have been approved as a representative under s 124D; and
 - persons nominated to act on behalf of another in relation to the first person's tax affairs or social policy entitlements and obligation under s 124F.
- 3. New clients and any existing clients of an agent requiring a new authority to act on or after the application date should follow the requirements in these guidelines.
- 4. These Operational Guidelines supplement the IR1059: Authority to Act guidelines for intermediaries, and the 'Process for tax agents to obtain electronic authorities to act', published in Tax Information Bulletin Vol 23 No 9 November 2011.

Discussion

Who can give Authority to Act

Individuals

- 5. An authority to act must be obtained from the person to whom the information belongs.
- 6. An authority to act for an individual does not extend to that person's related entities, for example, a company of which the client is a shareholder/director. If agents are acting for their client's personal tax affairs as well as the affairs of their related entities and obtaining authorities to act at the same time, they may use a single authority to act for all entities. All the entities and their respective IRD numbers that the authority is intended to apply to must be clearly listed in the authority to act. If it is not clearly listed, then separate authorities to act will be required for each entity.

Non-individuals

7. An authority to act for a non-individual must be provided by a person or persons with the requisite authority to bind that non-individual.



- **Companies:** A person or persons who hold(s) the authority to bind the company to an agreement must provide the authority to act. This would normally be a director or a manager.
- **Ordinary partnerships:** The authority to act must be signed by a partner or by a person who has the delegated authority to bind the partnership.
- **Limited partnerships:** The authority to act must be signed by a general partner or a person who has the delegated authority to bind the limited partnership.
- **Trusts:** The authority to act must be signed by all trustees, or by the trustee or trustees who have been authorised by the other trustees to act on all of their behalf.
- **All other entities:** A person or persons with the requisite authority must sign the authority to act.
- 8. The rules governing the particular entity will determine how many persons need to sign the authority to act. For example, if one person holds the delegated authority to sign on behalf of the other members of the non-individual then only that person needs to sign. The person signing the authority to act must ensure that they are authorised by the non-individual to appoint the agent.
- 9. Where an authorised person who signed an authority to act leaves that entity, it is not necessary to get a new authority to act. Where there has been a change to the ownership of a non-individual entity such that the person who provided the original authority can no longer bind that entity a new authority to act may be required.
- 10. A company can change a director without changing ownership. Although where there has been a change in the ownership or control the new owners may need to consider whether a new authority to act may be required. e.g. the incoming owners may decide to change tax agents.

Children under 16

11. Children under the age of 16 need a parent or guardian to complete the authority to act on their behalf. When a child of an existing client turns 16 and they become a client, the child will need to complete their own authority to act.

Incapacitated persons

12. Incapacitated or cognitively impaired customers, including children, receiving income (for example: from ACC to employ carers) will have tax obligations. These obligations can be met by a parent or guardian who has been given the appropriate authority to act.



- 13. However, if that representative (which may be a nominated person) dies or is otherwise incapacitated the process for providing an alternative authorised person with the necessary authority to act may not always be straight-forward. This will be the case where the incapacitated customer may lack the legal capacity to nominate another person under section 124F.
- 14. Often the death or incapacity of an authorised parent or guardian will result in a guardian being appointed for the incapacitated customer with whom Inland Revenue can liaise with regarding the customer's tax affairs (or who may affirm the continuing role of a nominated agent). However, in limited circumstances this will not occur.
- 15. To the extent there is a period between the death or incapacity of a sole guardian and the appointment of another guardian for a child, during that period Inland Revenue should liaise with the person taking responsibility for the day-to-day care of the incapacitated person. This would not breach the confidentiality obligations on Inland Revenue.
- 16. There may be a gap between the death or incapacity of a parent or guardian and the appointment of a new guardian. For example, where:
 - there is a sole parent or guardian who dies without naming a testamentary guardian; or where both parents/guardians die at the same time or in close proximity; or
 - where the parent/guardian is incapacitated to such an extent they can no longer fulfil their obligations, and it is assumed the guardian has not prepared an enduring power of attorney dealing with the guardianship and the testamentary guardian does not take the role.
- 17. In such situations the court will appoint a guardian or become the guardian itself (most likely using an agent of the court). However, this does not happen automatically without the intervention of the court and the process may take some time. In the meantime, the customer will continue to have tax obligations to meet.
- 18. Upon getting an application for guardianship the court may make an order for an interim agent of the court to act on its behalf in guardianship matters in order that the court can then consider a more permanent solution. That person or agency will be a de facto guardian until guardianship can be legally resolved. For Inland Revenue this means that there is a person to deal with in respect of the incapacitated person's tax affairs.

This means that in the limited circumstances:

- where a sole guardian dies or is incapacitated; and
- there is no 'replacement guardian' (appointed as testamentary guardian or under an enduring power of attorney);



- the Court has not yet appointed a guardian or an agent of the Court (where the court itself is the guardian); then
- Inland Revenue will adopt a pragmatic approach and deal with the person who is fulfilling the duties of a de facto guardian and parent.
- 19. In the above circumstances, Inland Revenue is prepared to recognise the practical realities of the circumstances and recognise that the person is acting with apparent authority in a situation where no other person has actual authority. This will mean getting that person to deal with the tax issues or to appoint or affirm a nominated person Inland Revenue can deal with. Because Inland Revenue is liaising with the de facto guardian to carry into effect the revenue law, this would be a permitted disclosure of sensitive revenue information under s 18D.

Deceased persons

20. If a client passes away, the agent must obtain a new authority to act to file both the return to date of death and any subsequent returns for the estate. That authority needs to come from an appropriately authorised person, such as the executor or administrator of the estate.

Deceased agent / representative

- 21. If an agent who holds an authority to act on behalf of a client passes away, that authority to act will end with the agent's death if the authority is given to a specified agent. This means that the authority to act given to the deceased agent does not pass through to that agent's executor or other partners.
- 22. On the other hand, where the authority to act is given to an agent's business or partnership, which will continue after the death of one of the agents, it is likely that the existing authority to act will continue.

Verifying the identity of the person giving authority

23. The identity of the person providing the authority to act must be established to a high degree of certainty to ensure that they are entitled to provide that authority. That is, the agent must be satisfied that the information they are authorised to access belongs to that person or that the person can authorise access of information on behalf of a non-individual (for example a director/shareholder of a company).



24. It would be prudent practice for an agent to check that they have been properly appointed. An agent should verify a signatory's authority as part of the identity verification process discussed in the following paragraphs, for example, by obtaining and holding a copy of the trustee resolution that gives authority to a particular trustee to act on behalf of the other trustees.

Information needed on the authority to act

- 25. For Inland Revenue to be satisfied that sufficient authority to act has been obtained, the following must be clearly addressed in the authority:
 - The client's full name and IRD number.
 - The authority to act must be dated and signed by the client.
 - Where the client is a non-individual entity, the name, and the position of each signatory in the non-individual entity must be clearly stated.
 - The full name of the agent.
 - Where the agent is in the name of an individual, the authority should also include the words "and staff or contractors", as applicable.
 - The tax accounts the agent will be acting on behalf of the client for or state "ALL" if the client gives authority to act for ALL tax accounts. (Note: a tax account can include student loan and social policy entitlements. However, an agent cannot link to Child Support, Paid Parental Leave or KiwiSaver accounts).
 - Authorise the agent to obtain the client's information from Inland Revenue through all channels, including Inland Revenue's online services.

26. If applicable, the authority to act should also:

- Authorise the agent to sign tax returns on behalf of the client.
- Specify the time for which the authority to act endures. If no timeframe is specified, then the authority will apply until it is terminated.
- Specify how and when the authority to act can be terminated by either party.
- Where necessary, state that authority is given for any refunds and other credits to be released to the agent's trust account.
- Where necessary, authorise the agent to outsource part of their work to a third party (either within New Zealand or offshore) and authorise the agent to allow access to the client's information from Inland Revenue to that third party to the extent necessary for the completion of the agreed services. (**Note:** Inland Revenue will not



- accept responsibility for any improper use of a client's information as a consequence of the client agreeing to the agent outsourcing work to a third party.)
- 27. If a client has been delinked (including accidently by the agent) or the nature of an existing authority changes for any reason, a new authority to act needs to be obtained before the agent intermediary can re-link and access the client's information. (**Note:** if the accidental delinking is due to an Inland Revenue error a new authority to act will not be required.)
- 28. Examples of circumstances a new authority to act is required for existing clients are:
 - The client requires the agent to act for a tax type or new entity that the agent was not originally authorised for;
 - The client engages the services of another agent and unknowingly ceases the previous agent's authority.
- 29. An agent should ensure that their clients understand that linking to a tax account will allow that agent to have full access to the information held by Inland Revenue relating to the tax types or entities that the authority to act specifies, and the agent will have the ability to modify client details, relating to the tax accounts they are linked to.
- 30. A client's agreement to the agent's terms and conditions or contract may not necessarily mean the client has given authority to act for Inland Revenue's purposes. The authority to act clauses must be explicit in the agreement or agreed to separately.

Related taxpayers

- 31. Where a group of related taxpayers (who are not already recognised by Inland Revenue as a Group under other provisions) are onboarded at the same time, Inland Revenue will only accept one authority to act for all related taxpayers, where the following additional requirements are complied with:
 - The name and IRD number of the individual and/or entities are clearly listed in the authority to act.
 - The authority to act is signed by all applicable individuals and persons with the requisite authority to bind the non-individual entities.
 - The positions of the signatories in the non-individual entities must be clearly stated.
- 32. Any new related entities or individuals that the agent will act for in the future will require a new authority to act and cannot be retrospectively added to an existing authority.



Onboarding electronically

Onboarding electronically means signing up clients via the agent's website, rather than meeting these clients face-to-face. There is usually little to no contact between the agent and the client except for the process involved providing information and in filing a return on behalf of the client. **Note**: Receiving an email consent from your client is not considered onboarding your client electronically.

- 34. The information requirements for an authority to act in [25]-[32] may be met electronically, for example by using an online electronic platform, so long as all the required information is clearly set out in the electronic authority to act and that the authority to act is readily accessible for review when requested by Inland Revenue.
- 35. It is important that new clients are aware and understand what they are authorising the agent to do. To that end, an agent must adopt a "tick box" approach to ensure that the clauses of the authorisation are read and explicitly agreed to.
- 36. As a minimum all the following points for Inland Revenue are to be satisfied that sufficient authority to act has been obtained.

The authority to act must:

- authorise the agent to obtain the client's information from Inland Revenue
- through all channels, including Inland Revenue's online services;
- state the name of the tax agency and/or individual agent's name, plus whether staff or contractors may be acting on behalf of the client;
- state what tax accounts the agent will be undertaking on behalf of the client
- (the online agent may wish to specify "ALL" tax accounts to ensure a full
- understanding of the client's tax position);
- specify the time for which the authority to act will endure and how and when the
- authority to act can be terminated by either party;
- state to the client that linking allows the agent to have full access to
- information held by Inland Revenue and have the ability to modify client details relating to the tax accounts they are linked for;
- state where correspondence for linked tax accounts will be directed, either to the
- online agent or the client;



- state that authority is given for any refund credits to be transferred to the agency's trust account prior to refund to the client (if applicable);
- authorise the online agent to prepare, submit and sign tax returns on behalf of the client.

Each point above should have its own "tick box" so the client is fully aware of the agreement they are entering into when authorising authority to act to the agent. The authority to act points must be agreed to separately from the online agent's terms and conditions or contract agreement.

A copy of the client's authority to act must be held on file along with the verification of identity.

Electronic signature

- 37. Inland Revenue will accept an electronic signature on an authority to act if the electronic signature meets the following requirements:
 - the electronic signature must adequately identify the signatory and adequately indicates the agreement to the authority to act;
 - the means of creating the electronic signature must be linked to the signatory and to no other person;
 - the means of creating the electronic signature was under the control of the signatory and of no other person; and
 - any alternation to the authority to act or to the electronic signature after the time of signing must be detectable.

Refer to <u>Standard for the use of a valid electronic signature on documents provided to the Commissioner</u> (ird.govt.nz)

Requirement to verify the identity of the person giving authority when onboarding electronically

38. For NZ based clients, when the onboarding is done online, it is important that the process of verifying the identity of the person giving authority is robust. Inland Revenue must be satisfied that the information to be accessed belongs to the person giving the authority, and that the person granting authority to the agent to access information on behalf of a non-individual (for example, a director of a company) has the power to do that. When onboarding overseas based clients, agents must have a robust procedure to verify the



- client's identity. This may require asking for certified copies of some form of photographic identity, such as an overseas passport or overseas driver's licence.
- 39. Inland Revenue acknowledges that many of the agents will already have identity verification obligations under the Anti Money-Laundering and Countering Financing of Terrorism Act 2009 (AML-CFT Act). Inland Revenue will accept the identity of the person providing the authority will have been established to a high degree of certainty where the agent has completed the customer due diligence in accordance with their obligations under the AML-CFT Act.
- 40. Where an agent does not have due diligence obligations under the AML-CFT Act notwithstanding the requirements in [36] above they must follow the process set out below in [41]–[51] to verify the identity of their client.
 - If the agent is a member of a professional body they may choose not to follow the process set out in [41]-[51] where that body's rules are sufficiently robust under the AML-CFT Act and so provide the agent with assurance that they have properly verified the identity of the client and that the person giving authority has the authority to do so.
 - If the agent is not a member of any professional body, then they must follow the process set out in [41]-[51].

Use of an online identity verification provider – (Only verifies NZ Resident clients)

- 41. Where, due to their business model or other circumstances, an agent is unable to confirm the identity of their client by face-to-face meeting or audio-visual call they may follow the due diligence steps in the AML/CMT process [41] [51] or get certified copies of photographic identity documents. Alternatively, they may consider the use of an electronic identity verification provider. The identity verification provider must be reliable and independent and compliant with the AML-CFT identity verification requirements.
- 42. If an online identity verification provider does not meet the AML-CFT Act requirements (because the agent does not have due diligence obligations under the AML-CFT Act), the provider used must be reputable and be authorised to verify at least five points from a current New Zealand driver's licence or a current New Zealand passport. They must also be able to confirm that the driver's licence/passport is a valid one and has not been reported stolen or cancelled. The points for verification must include:

Driver's licence	NZ Passport
First name	First name



Middle name (if given)	Middle name (if given)
Last name	Last name
Driver's licence number	Passport number
Version number	Expiry date

- 43. For the identity to be accepted as verified, all five points must match. The identity verifier provider is required to send the agent a confirmation report advising whether verification has been successful. The confirmation report must state accepted or rejected next to each key point and include the name of the third-party verifier, and the time and date the verification report was requested and completed.
- 44. The confirmation report is to be held on file by the agent as verification of the client's identity. The agent must be able to provide a hard copy of the verification report at the request of the Commissioner.
- 45. As the agent does not receive an actual copy of the client's photo identification using this process, a bank account match must also be completed. The client must provide the agent with a bank account under the name submitted as part of the identity verification. Joint bank accounts are acceptable, where the joint account name includes that provided during the verification process. Details of bank account name and number must be held on file alongside the verification report of client identity. The process of bank account matching reduces the risk of identity fraud.
- 46. Where a confirmation report comes back as unsuccessful, a second attempt may be made. If in the second instance a confirmation report comes back as unsuccessful, the agent must then request and keep a copy of the client's photo ID.
- 47. The following are acceptable forms of photo ID:
 - New Zealand passport.
 - New Zealand driver's licence.
 - Overseas passport issued by a foreign government.
 - New Zealand certificate of identity (issued by Ministry of Business, Innovation and Employment or Department of Internal Affairs).
 - New Zealand firearms licence or dealer's licence.
 - New Zealand 18+ card or Kiwi Access card.
 - International Drivers' Permit (issued by a member country of the UN Convention on Road Traffic).



- 48. If the client is a child under 16 years of age, the child's parent or guardian is required to provide the following documentation:
 - Proof of their own identity as parent or guardian by providing one legible copy of an identity document which must contain a photo as listed in [47], plus, either
 - The child's New Zealand birth certificate or overseas birth certificate, or
 - A legible copy of a document which shows the relationship between them and the child, such as adoption papers or Court Order.

Requirement to keep record of the client's authority to act and identity document

- 49. The agent must keep a copy of the client's authority to act and identity document(s)
- 50. The client authorities to act that are obtained electronically must be kept in a manner that allows Inland Revenue to readily access and review that authority and the identification documents of the person who provided the authority.
- 51. Please refer to Standard Practice Statement SPS 21/02: Retention of business records in electronic format, application to store records offshore and application to keep records in languages other than English or Te reo Māori (or any subsequent replacement) for the standards to which records must be kept.

Consequence of not obtaining sufficient authority to act

- 52. The authority received by the agent must be adequate for them to act for the client's tax affairs and social policy entitlements and to receive information held by Inland Revenue (for example, if the agent is dealing with the client's PAYE, then the client's authority must cover PAYE).
- 53. Not obtaining sufficient authority to act means that the agent is unable to receive the client's information from Inland Revenue.
- 54. Accessing a client's information without authority or in breach of the authority could result in the removal of the agent from the list of tax agents or the cancellation of the agent's representative status.



Inland Revenue may audit authority to act documents

- 55. To ensure the requirements set out in these guidelines are met, from time to time, Inland Revenue will ask to view a random sample of the authorities to act from an agent.
- 56. Part of this review may include viewing samples of the identity documents held and to ensure that reasonable checks have been undertaken to establish the identity of the person giving authority, as well as checking if an electronic signature had been submitted in accordance with these guidelines.
- 57. If an authority to act is held by an agent but does not meet the requirements of these guidelines, adequate time will be given to the agent to correct this.
- 58. If no authority to act is held for a client at all, that client will be delinked.

 Please note the following is a template of an authority to act. As there is no scripted authority form, this is an example only.

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Nominated Persons

- 59. Section 124F allows a person to nominate another person (a nominated person) to act on their behalf with Inland Revenue in relation to their tax affairs and/or their social policy entitlements and obligations.
- 60. To nominate a person to act on their behalf, the nominating person must notify the Commissioner of that by completing form IR597, or by following the process set out on the Inland Revenue website: Let someone act on your behalf (ird.govt.nz)
- 61. A nominated person will be able to engage with Inland Revenue for all of the nominating persons tax affairs or social policy entitlements and obligations unless the nomination is clear that the nomination is only for some of those matters.
- 62. The nominated person will have access to the nominating persons tax information to the extent that the nomination provides. That access will remain in place until an agreed end date passes, Inland Revenue is advised that the nominating person no longer requires another person to act with Inland Revenue on their behalf.

Refusal, Removal, or Disallowance of status as Tax Agent, Representative or Nominated Person

- 63. In order that a person may be accepted as a tax agent the Inland Revenue must be satisfied that the person meets the necessary requirements as set out in s 124C(2) and (3):
 - 124C(2) A person may apply to the Commissioner to be listed as a tax agent if they—
 - (a) meet the requirements of subsection (3); and
 - (b) for a person who is not a natural person, provide the information required under section 124E.
 - 124C(3) A person may apply to the Commissioner to be listed as a tax agent if they
 - (a) prepare returns of income required to be filed for 10 or more other persons; and
 - (b) are -
 - (i) a person carrying on a professional public practice:
 - (ii) a person carrying on a business, occupation, or employment in which returns of income are prepared and filed:
 - (iii) the Maori Trustee

Or a representative

- 124D(2) A person is eligible to be a representative if they—
 - (a) have signed authorities to act for 10 or more other persons in relation to their tax affairs or social policy entitlements and obligations, or both; and(b) are (i) a person in a



business, occupation, or employment in which they act on behalf of other persons in relation to their tax affairs or social policy entitlements and obligations, or both:(ii)

a person carrying on a professional public practice dealing in matters relating to tax and social policy assistance:(iii) a person in a business, occupation, or employment in which they provide budget advisory services to other persons or claim entitlements to social policy assistance on behalf of other persons.

Or a nominated person

124F(1) A person may nominate another person (a **nominated person**) to act for them in relation to their tax affairs or social policy entitlements and obligations, or both, by—

- (a) informing the Commissioner of the nomination; and
- **(b)** providing the following information:
 - (i) their name, contact address, and tax file number; and
 - (ii) the name of the nominated person, and any other information that may lead the Commissioner to be satisfied about the identity of the nominated person; and
 - (iii) he relevant tax types or social policy entitlements and obligations in relation to which the nominated person intends to act for them; and
- (iv) the relevant start and end dates, as applicable, applying in relation to the tax types and social policy entitlements and obligations.124F(2) For the purposes of subsection
- (2) For the purposes of subsection (1), if the person making the nomination is not a natural person, they must provide the name and position of a natural person for the person who is making the nomination.
- 64. Inland Revenue may refuse to allow a person to be a tax agent, representative or a nominated person where they do not meet the eligibility requirement above, or by allowing the person to act for others mat adversely affect the integrity of the tax system.
- 65. The integrity of the tax system may be broadly said to mean that the tax system is functioning as intended without major disruption or errors. This includes:
 - The determination of tax liabilities or entitlements according to the law;
 - The confidentiality of a customer's information; and
 - The collection of tax or distribution of social policy entitlements according to the law.
- 66. Tax agents, representatives and nominated persons play an important role in assisting Inland Revenue in ensuring the integrity of the tax system. If done well, that role is a critical part of the tax system by ensuring that the customer's liability is determined correctly. Access is granted to confidential information, and this information must be used appropriately to support the rights of customers to have their tax liability or social assistance determined fairly, impartially and in accordance with the law.
- 67. If done badly (e.g., by failing to provide correct advice or by not following through on a client's instructions) it could result in a customer's liability not being determined according to the law. This results in negative outcomes for the customer: tax shortfalls, exposure to penalties, missing out on social assistance entitlements. It also results in negative outcomes for Inland Revenue: decrease in revenue collection or distribution of social assistance, and an increase in administration costs.



68. Notwithstanding a customer's right to choose who they wish as their representative to deal with Inland Revenue, the Commissioner's role in deciding whether an intermediary poses a risk to the integrity of the tax system is essentially to weigh all relevant and material risks posed against the potential benefits against the positive contribution that could be made by the representative in question.