

Community Services Card application



MINISTRY OF SOCIAL DEVELOPMENT
TE MANATŪ WHAKAHIATO ORA

The Community Services Card can help you and your family with the costs of health care.

Always carry your card to make it easy to get the benefits, like paying less on some health services and prescriptions.

If you have any questions or need help with this application, please call us on **0800 999 999**.

Who should fill in this form?

You only need to complete this form if you're:

- working and have a low income and no children
- working, have children and are getting family tax credits
- getting NZ Super and have a low income

Some people don't need to fill in the form because they automatically get sent a card.

These include people who get Work and Income benefits, Veteran's Pension or Accommodation Supplement, students getting a Student Allowance, people getting Residential Care or Residential Support Subsidy.

What you need to provide

Proof of who you are:

For you For your partner
(if you have one)

If you were born in New Zealand, provide one type of official identification that has your full legal name and your date of birth (for example, your birth certificate, passport, driver licence, firearms licence, deed poll).

If you were born overseas, provide proof that you have a right to live in New Zealand (for example, a citizenship certificate, a New Zealand passport, a passport from another country with residence class visa or proof of permanent residence).

If your name has changed, provide your marriage certificate, deed poll, or other proof of the name change.

All people applying need to provide **two** more documents that help to prove who you are (for example, a marriage certificate, bank statement, phone or power account, driver licence).

Full birth certificate for each dependent child in your care.

One of the documents above must be at least two years old.

INFORMATION NOTE
Documents need to be originals, or copies of documents that have been certified as a **true copy** by a Solicitor/Lawyer, Notary Public, Registrar of the Court or Justice of the Peace.

Our commitment to YOU



We will get to know you,
your situation and
your needs

Ka mohio
ki a kōe

—
know
you

We will make sure you
understand everything
you need to know



We will use your
feedback to improve
our service

We will respect your
privacy and be clear
about how we use
your information and
who we share it with



We will let you know
everything you may
be eligible for

Ka tautoko
i a kōe

—
support
you

We will help you
however we can,
as soon as we can



The information
we give you will
be accessible and
consistent no matter
how you contact us

We will be honest
about our mistakes
and put them right



We will respect you
and what is important
to you

Ka mahi
tahi ki a kōe

—
with
you

We will work
together to achieve
shared goals



We will let you know
your options, rights
and obligations

Our actions will
follow our words



How did 
wedo?

Let us know by visiting msd.govt.nz/feedback
or call us on 0800 559 009

Community Services Card applicant's form



MINISTRY OF SOCIAL
DEVELOPMENT
TE MANATŪ WHAKAHIATO ORA

In the applicant form, 'you', 'your', and 'yourself' means the person applying for a Community Services Card.

If we say 'your partner' this only applies to you if you have one.

If you have received a benefit or extra financial help from us before, write your client number here if you know it. This number can be found on an expired Community Services Card if you have one.

Client number

Tell us the names you've been known by

1

What is your full name?

Mr Mrs Ms Miss Other

First and middle names

Surname or family name

2

Is the name on your birth certificate the same as above?

No Yes

First and middle names

Surname or family name

3

Have you ever been known by any other name?

No Yes

1.

2.

4

What name would you like us to call you?

The name I wrote in Question 1 The name I wrote in Question 2

Other

ATTACHMENT FOR Q1:
You need to provide proof of your identity. What you need to provide is explained on page 1.

HOW TO ANSWER Q3:
For example, have you had married names, English names, changes by deed poll, or aliases?

ATTACHMENT FOR Q3:
Provide your marriage certificate, deed poll, or other proof of any name change.

Tell us more about you

5

What date were you born?

Day	Month	Year

6

Are you:

Male
 Female
 Gender diverse

7

What is your Inland Revenue tax number?

--	--	--	--	--	--	--	--

Tell us about where you live

8

Where do you live?

Flat/House number Street name

Suburb Town/City

HOW TO ANSWER Q8:

If you live in a rural area, flat/house number could include your RAPID number, fire number, emergency services number.

HOW TO ANSWER Q9:

Mailing address can include a PO Box, rural delivery details, or C/O address.

9

Is your mailing address different from where you live?

No Yes
 ↓ Tell us your mailing address

10

Are there other adults living at your address?

No Yes

11

Are you in a rest home or hospital?

No Yes

HOW TO ANSWER Q12:

Please only give us contact details you'd like us to use.

12

How else can we contact you?

Tick the best way for us to first contact you

Home phone	()	
Mobile phone	()	
Other phone	()	
Email		

Tell us your ethnicity

13

Tick the group(s) you most identify with.

INFORMATION FOR Q13:
We collect this information for statistics we use in research and future development work.

<input type="checkbox"/> Māori	→ Which tribe(s) or iwi?	<input type="text"/>	
<input type="checkbox"/> New Zealand European	<input type="checkbox"/> Niuean	<input type="checkbox"/> Samoan	<input type="checkbox"/> Indian
<input type="checkbox"/> Other European	<input type="checkbox"/> Tokelauan	<input type="checkbox"/> Tongan	<input type="checkbox"/> Chinese
<input type="checkbox"/> Cook Island Māori	<input type="checkbox"/> Other	↓ Please write below	<input type="checkbox"/> Don't want to answer
<input type="text"/>			

Tell us about your residence status

14

Do you usually live in New Zealand?

HOW TO ANSWER Q14:
This means you consider New Zealand your home, you're a legal resident, you usually live here and you intend to stay.

No Yes

15

What best describes your residence status in New Zealand? Tick only one box.

<input type="checkbox"/> New Zealand citizen by birth	→ Go to question 18			
<input type="checkbox"/> Granted New Zealand citizenship	→ Date citizenship granted	<input type="text"/>	<input type="text"/>	<input type="text"/>
	→ Go to question 16	Day	Month	Year
<input type="checkbox"/> Granted permanent residency	→ Date permanent residence granted	<input type="text"/>	<input type="text"/>	<input type="text"/>
	→ Go to question 16	Day	Month	Year
<input type="checkbox"/> Other	↓ What is your residence status?	<input type="text"/>		

16

When did you arrive in New Zealand?

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year

17

What country were you born in?

Tell us about your dependent children

18

Do you have dependent children in your care?

 No

Go to question 19

 Yes

Please provide details below

Child 1

Full name

Date of birth

Day Month Year

Relationship to you

Parent 1: Full name

Parent 2: Full name

Child 2

Full name

Date of birth

Day Month Year

Relationship to you

Parent 1: Full name

Parent 2: Full name

Child 3

Full name

Date of birth

Day Month Year

Relationship to you

Parent 1: Full name

Parent 2: Full name

Child 4

Full name

Date of birth

Day Month Year

Relationship to you

Parent 1: Full name

Parent 2: Full name

Child 5

Full name

Date of birth

Day Month Year

Relationship to you

Parent 1: Full name

Parent 2: Full name

If you need to include more than five children in your application, please write these details about each one on a separate sheet of paper, and provide it with this application form.

HOW TO ANSWER Q18:

Please give the names of children you support financially and who live with you as a member of your family, including:

- your own children
- adopted children
- stepchildren
- children at boarding school
- grandchildren / mokopuna.

The child's name should be the same as on the child's birth certificate.

Tell us the names of all the parents of each child.

ATTACHMENT FOR Q18:

Provide the birth certificate for each dependent child.

Tell us about your relationship status

19

Do you have a partner?

By 'partner' we mean someone you're in a relationship with.

- No **Go to question 23**
- Yes

20

What is your partner's full name?

- Mr
- Mrs
- Ms
- Miss
- Other

First and middle names

Surname or family name

21

What date was your partner born?

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year

Please ask your partner to fill in the Partner's section on page 12

22

What is your relationship status with your partner?

↓ Tick one of the following boxes

- Married
- In a civil union
- In a relationship

Overseas pensions and benefits

23

Do you or your partner get or qualify for a social security benefit, pension or allowance from overseas?

- No **Go to question 25**

Yes ↓ Tick the box that best describes your benefit, pension or allowance

- | | | |
|--|---|---|
| <input type="checkbox"/> Retirement or old age | <input type="checkbox"/> Superannuation | <input type="checkbox"/> Disability or health condition |
| <input type="checkbox"/> Widow or survivor | <input type="checkbox"/> Child or dependent | <input type="checkbox"/> War related |
| <input type="checkbox"/> Other | | |

ATTACHMENT FOR Q24: **24**
 You'll need to show us proof of these payments, such as a pension certificate.

If you ticked 'Yes' for question 23, please give details of the payments you or your partner get.

	Payment 1	Payment 2	Payment 3
Who is the payment for (you or your partner)?			
What country does the payment come from?			
How much do you get each time the payment is made (in overseas currency)?			
Is this amount before or after tax?			
How often do you get the payment (for example: weekly, fortnightly, monthly)?			
What is the name of your pension, allowance or benefit?			
What is the payment reference number?			

Business income

HOW TO ANSWER Q25: **25**
 You must use NZ\$ and before tax (gross) amounts.

Are you or your partner self-employed?

- No **Go to question 27**
- Yes **↓ Please describe your business**
- Sole trader Partnership Limited liability company

ATTACHMENT FOR Q26: **26**
 We may ask you to provide your business accounts.

Please complete the following table for your last financial year.

	You	Your partner
Net profit before tax	\$	\$
Shareholder salaries	\$	\$
Depreciation	\$	\$
Net drawings	\$	\$
Funds introduced	\$	\$

Tell us about your current work

INFORMATION FOR Q27: **27**
 Working means for wages or salary.

Are you working?

- No **Go to question 29**
- Yes

28 How much do you get paid?

Where does it come from?	Amount paid (before tax)	How often? (for example weekly, fortnightly, monthly)
	\$	
	\$	
	\$	

29

Is your partner working?

No
 Yes

Go to question 31

I don't have a partner

Go to question 31

30

How much is your partner's regular gross wage (before tax)?

Where does it come from?	Amount paid (before tax)	How often? (for example weekly, fortnightly, monthly)
	\$	
	\$	
	\$	

Tell us about income in the last 52 weeks?

31

Did you or your partner get income from any of the following sources in the last 52 weeks?

Tick one box in each line below

- Accident compensation (eg ACC) No Yes
- Income insurance (replacement/protection) No Yes
- Interest from savings, investments, or bonds No Yes
- Dividends from shares, unit trusts, or managed funds No Yes
- Net income from rents No Yes
- Payments from three or more boarders or flatmates No Yes
- Child Support payments No Yes
- Other income for a child No Yes
- Maintenance payments No Yes
- Payments from a former partner No Yes
- Student Allowance, scholarship, or Student Loan living cost payments No Yes
- Overseas pension, benefit or allowance payments No Yes
- Other superannuation or retirement scheme income – government or private (don't include NZ Super or Veteran's Pension because we already know what you get) No Yes
- Income from an estate, if you have inherited money No Yes
- Income from trusts No Yes
- Other No Yes

Important: you must answer question 32.

ATTACHMENT FOR Q32:
You need to show us proof of income you've received in the last 52 weeks.

32

Did you answer 'Yes' to any of the sources of income listed in question 31?

No Yes



Tell us the total before-tax amounts, for the last 52 weeks

Where did the income come from?	Payment made to?		
	You	Your partner	Jointly with your partner
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

HOW TO ANSWER Q33:
Other types of payment include advantages such as free or subsidised goods and services (for example, free food, subsidised accommodation).

33

Did you or your partner get other types of payment apart from money in the last 52 weeks?

No Yes



Please tell us about the type of payment and its value

Type of payment	Where did it come from?	Its value
		\$
		\$
		\$

34

Do you think you and your partner will get the same amounts you've told us in questions 31, 32 and 33 in the next 12 months?

No Yes



Go to question 36

35

Tell us what income or other payments you expect to get in the next 12 months. Please use the before-tax amounts.

Where will the payment come from?	Payment made to?			How often do you expect the payment?
	You	Your partner	Jointly with your partner	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	

36

Do you or your partner pay a professional to prepare your tax return?

No Yes



How much do you pay?

You	Your partner
\$	\$

37

Do you or your partner pay child support?

No

Yes



How much do you pay?

You		Your partner	
How much?	How often?	How much?	How often?
\$		\$	

38

Are you a tertiary student or will you be one next year?

No Yes

39

Do you or your partner get Working for Families tax credit?

No

Yes

↓ Please tell us how much you get

You	
How much?	How often?
\$	

Your partner	
How much?	How often?
\$	

Paid parental leave

40

Are you or your partner getting paid parental leave payments?

No

Yes

→ How much per week? \$

41

What is the date of the last payment?

Day	Month	Year

ATTACHMENT FOR Q40:
Please provide proof of these payments, eg your payment advice letter from Inland Revenue.

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Community Services Card partner form



MINISTRY OF SOCIAL DEVELOPMENT
TE MANATU WHAKAHIATO ORA

This partner form should be completed by the partner of the person applying for Community Services Card. If you don't have a partner please go to page 15.

If you've received a benefit or extra financial help from us before, write your client number here if you know it. This number can be found on your expired Community Services Card if you have one.

Client number

 | |

Tell us about yourself

1

What is your full name?

Mr Mrs Ms Miss Other

First and middle names Surname or family name

ATTACHMENT FOR Q1:

Provide proof of your identity. What you need to bring is explained on page 1.

2

Is the name on your birth certificate the same as above?

No Yes

First and middle names

Surname or family name

HOW TO ANSWER Q3:

For example, have you had married names, English names, changes by deed poll, or aliases?

3

Have you ever been known by any other name?

No Yes

1.

2.

ATTACHMENT FOR Q3:

Provide your marriage certificate, deed poll, or other proof of any name change.

4

What name would you like us to call you?

The name I wrote in Question 1 The name I wrote in Question 2

Other

5

What date were you born?

/ /

Day Month Year

6

Are you:

Male Female Gender diverse

7

What is your Inland Revenue tax number?

Tell us where you live

8

Where do you live?

Flat/House number Street name

Suburb Town/City

HOW TO ANSWER Q8:

If you live in a rural area, flat/house number could include your RAPID number, fire number, emergency services number.

9

Are you in a rest home or hospital?

No Yes

HOW TO ANSWER Q10:

Mailing address can include a PO Box, rural delivery details, or C/O address.

10

Is your mailing address different from where you live?

No Yes

HOW TO ANSWER Q11:

Please only give us contact details you'd like us to use.

11

How else can we contact you?

Tick the best way for us to first contact you

Home phone	<input type="checkbox"/>	
Mobile phone	<input type="checkbox"/>	
Other phone	<input type="checkbox"/>	
Email	<input type="checkbox"/>	

Tell us your ethnicity

12

Tick the group(s) you most identify with.

INFORMATION FOR Q12:

We collect this information for statistics we use in research and future development work.

Māori

New Zealand European Niuean Samoan Indian

Other European Tokelauan Tongan Chinese

Cook Island Māori Other Don't want to answer

Tell us about your residence status

HOW TO ANSWER Q13:

This means you consider New Zealand your home, you're a legal resident, you usually live here and you intend to stay.

13

Do you usually live in New Zealand?

No Yes

14

What best describes your residence status in New Zealand? Tick only one box.

New Zealand citizen by birth

Go to page 15

Granted New Zealand citizenship

→ Date citizenship granted

Day	Month	Year

Go to question 16

Granted permanent residency

→ Date permanent residence granted

Day	Month	Year

Go to question 16

Other

↓ What is your residence status?

15

When did you arrive in New Zealand?

Day	Month	Year

16

What country were you born in?

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Privacy Statement

The Ministry of Social Development includes Work and Income, MSD Housing Assessment, Senior Services, StudyLink and other service lines. The legislation administered by the Ministry of Social Development allows us to check the information that you give us. This may happen when you apply for assistance and at any time after that. The Privacy Act 1993 requires us to tell you why we collect the information and what we will do with it.

Why we collect information

The information you give us is collected under the authority of the legislation administered by the Ministry of Social Development and will be held by the Ministry of Social Development.

The information is collected for the purposes of the legislation administered by the Ministry of Social Development including:

- granting benefits and other assistance under the Social Security Act 2018
- delivering superannuation services under the New Zealand Superannuation and Retirement Income Act 2001
- delivering assistance under the Veterans' Support Act 2014
- providing services under the Residential Care and Disability Support Services Act 2018
- statistical and research purposes
- providing advice to Government
- providing support and services for you and your family
- providing education related services
- care and protection needs of children
- assessing eligibility for social housing and calculating income-related rents under the Housing Restructuring and Tenancy Matters Act 1992
- assessing whether you and/or your partner may be entitled to an overseas pension, benefit or allowance.

You are not required to give the Ministry of Social Development information, but if you do not give us all the information we ask for, your application for benefits or pensions and other assistance may be declined.

We may contact health practitioners

The Ministry of Social Development may contact health practitioners to check any health related information you give us.

We may use information for public housing

Information you give us when you apply for assistance, and at any time after that, may also be used for public housing purposes under the Housing Restructuring and Tenancy Matters Act 1992, including reviewing your eligibility for social housing or your income-related rent. Public housing is subsidised housing available to people in the greatest need of housing for the duration of their need. It is provided by Kāinga Ora and approved community housing providers.

We may compare the information you give us with information held by other agencies

The information you give us may be compared with information held by other agencies such as Inland Revenue, the Ministry of Justice, Department of Corrections, New Zealand Customs Service, Department of Internal Affairs, Accident Compensation Corporation, Kāinga Ora, Ministry of Health and Immigration New Zealand. It may also be compared with social security information (for example, pension or benefit information) held by other governments (including Australia, Malta and the Netherlands).

We may share information with Inland Revenue

Under the Tax Administration Act 1994, if you have dependent children, the information you give us may be shared with Inland Revenue for the purpose of administering Working for Families Tax Credits. Inland Revenue may also:

- use the information for the purposes of child support, student loans and taxation
- disclose it to the Ministry of Business, Innovation, and Employment, Statistics New Zealand, the Ministry of Justice, the Accident Compensation Corporation, and the Ministry of Education
- disclose your personal information to your partner.

We may give information to service providers, employers, public housing providers and childcare providers

The Ministry of Social Development may:

- give employers information about you if you use our employment services
- share information with childcare centres to administer your entitlement to childcare assistance
- give information about you to the Tertiary Education Commission, Workbridge, training providers, career services or other agencies that have a formal agreement to provide services on behalf of the Ministry of Social Development, if you use our employment services
- share information about you with public housing providers (such as Kāinga Ora) to administer your housing-related assistance.

We may use your information to give you a better service

Other information that you give us that is not required to assess your entitlement may be used to provide a better service to you.

You have the right to see and correct your information

Under the Privacy Act 1993 you have the right to ask to see all information we hold about you and to ask us to correct that information.

Signature page

Applicant and partner

The information that I have given, or that has been given about me in this application is true and complete.

I understand what you do with my personal information and how you protect my privacy.

Applicant's name (print)

Applicant's signature

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year

Applicant's partner's name (print)

Applicant's partner's signature

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year

Helper's statement

Complete this if you've helped the applicant or their partner to complete this application form.

Your first and middle names

Your surname or family name

Your address

Your phone number

Tick the box for the statement that applies

- I completed this application form at the request of the person applying. They told me they understood what they were signing. The statements and answers I have completed are true and complete as given to me by the person applying.
- I completed this application form at the request of the partner of the person applying. They told me they understood what they were signing. The statements and answers I have completed are true and complete as given to me by the partner of the person applying.

Helper's signature

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year

Next steps

Next steps:

Send this form to:

Seniors Support Centre
Ministry of Social Development
PO Box 5054
Wellington 6145

Course Participation Assistance application



MINISTRY OF SOCIAL DEVELOPMENT
TE MANATŪ WHAKAHIATO ORA

Course Participation Assistance is to pay for costs you have because you're attending a short-term employment related course or programme. To get this assistance you must be getting a benefit or be on a stand-down for a benefit and meet some other conditions.

In this application, if we say 'your partner' this only applies if you have one.

Tell us about yourself

Write your client number here. It can be found on your Community Services Card if you have one.

Client number

Tell us your details

1

What is your full name?

First and middle names

Surname or family name

2

What date were you born?

Day Month Year

Tell us how we can contact you

3

Where do you live?

Flat/House number Street name

Suburb

Town/City

HOW TO ANSWER Q3:

If you live in a rural area, flat/house number could include your RAPID number, fire number, emergency services number.

4

Is your mailing address different from where you live?

No

Yes



Tell us your mailing address

HOW TO ANSWER Q4:

Mailing address can include a PO Box, rural delivery details, or C/O address.

5

How else can we contact you?

Tick the best way for us to first contact you

Home phone	()	
Mobile phone	()	
Other phone	()	

Tell us about your income and assets

Tell us about your income

6

Do you and your partner get any income?

- Wages or salary No Yes
- Termination pay No Yes
- Redundancy pay No Yes
- Accident compensation (eg ACC) No Yes
- Income insurance (replacement/protection) No Yes Jointly with partner
- Farm or business income No Yes Jointly with partner
- Payments from self employment or contract work No Yes Jointly with partner
- Interest from savings, investments, or bonds No Yes Jointly with partner
- Dividends from shares, unit trusts, or managed funds No Yes Jointly with partner
- Income from rents No Yes Jointly with partner
- Payments from boarders or flatmates No Yes Jointly with partner
- Child Support payments No Yes
- Other income for a child No Yes
- Maintenance payments No Yes
- Payments from a former partner No Yes
- Student Allowance, scholarship, or Student Loan living cost payments No Yes
- Overseas pension, benefit or allowance payments No Yes
- Other superannuation or retirement scheme income (government or private) No Yes
- Income from an estate, if you've inherited money No Yes Jointly with partner
- Income from trusts No Yes Jointly with partner
- Other No Yes Jointly with partner

ATTACHMENT FOR Q6:
Bring a copy of your business accounts.

INFORMATION FOR Q6:
In this form, 'partner' means the person you're married to or in a civil union or relationship with, not a business partner.

7

Did you answer 'yes' or 'jointly with partner' to any of the sources of income listed in question 6?

No Yes

↓ Tell us the total before-tax amounts

Where did the income come from?	Payment made to?		
	You	Your partner	Jointly with partner
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

ATTACHMENT FOR Q7:
You need to show us proof of the income you get.

Tell us about your assets

8

Do you or your partner have any of the following cash assets?

- Money in bank or other savings No Yes
- Bonus Bonds, shares, debentures or stocks No Yes
- Money lent to other people or organisations No Yes
- Other cash assets No Yes

ATTACHMENT FOR Q8:
You may be asked to provide proof of your assets and their value.

9

If you answered 'yes' to any of the assets listed above, please write the details below.

Type of asset	You	Your partner	Jointly owned
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

Tell us about the course

Tell us the course details

10

What's the name of the organisation that's running the course or programme?

11

What are the dates of the course or programme?

HOW TO ANSWER Q10:
Examples of organisations include:

- Wellington Institute of Technology
- Te Wānanga o Aotearoa

If you're doing work experience, please provide the employer's name.

Start date

Day	Month	Year

End date

Day	Month	Year

12

What work skills do you want to get from the course or programme?

13

What type of paid work will this course or programme help you get?

Tell us about your training costs

14

What extra costs do you have while you're on the course or programme?

What the cost is	How much	How often (for example weekly, fortnightly)
	\$	
	\$	
	\$	

ATTACHMENT FOR Q8:
Please bring proof of the things you need to pay for.

Signature

Let us know when things change

You need to let us know about changes that might affect the amount you're paid, like:

- starting, stopping or changing jobs
- starting or finishing part-time or full-time study
- changes to your pay or other income, including getting an overseas pension
- starting to run a business (for yourself or someone else).

Changes to information about you or your family, like:

- name, address, contact details or bank account number
- starting or ending a relationship, marriage, or civil union
- a partner passes away
- the number of children in your care, including having another baby.

We also need to know if you:

- are travelling overseas
- go into or come out of hospital
- are being held in custody or on remand.

Your rights

If you don't think we have things right or there's something you don't understand:

- call us – we can usually fix it over the phone
- you have the right to ask us to review the decision. Find out how at msd.govt.nz/reviews

Privacy

You have a right to ask to see your personal information, and ask for it to be corrected if it's wrong.

- If you have a question or a complaint, please get in touch.
- You can find full details about what we do with personal information in our privacy notice at workandincome.govt.nz and search on Privacy.

Signature

- I've answered all the questions that apply to me and my situation
- I understand the changes I need to let you know about
- The information I've given you is true and complete
- I understand what you do with my personal information and how you protect my privacy.

Applicant's name (print)

Applicant's signature

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Day Month Year

Course Participation Assistance application



MINISTRY OF SOCIAL DEVELOPMENT
TE MANATŪ WHAKAHIAIO ŌRA

Course Participation Assistance is to pay for costs you have because you're attending a short-term employment related course or programme. To get this assistance you must be getting a benefit or be on a stand-down for a benefit and meet some other conditions.

In this application, if we say 'your partner' this only applies if you have one.

Tell us about yourself

Write your client number here. It can be found on your Community Services Card if you have one.

Client number

Tell us your details

1

What is your full name?

First and middle names

Surname or family name

2

What date were you born?

Day Month Year

Tell us how we can contact you

3

Where do you live?

Flat/House number Street name

Suburb

Town/City

HOW TO ANSWER Q3:

If you live in a rural area, flat/house number could include your RAPID number, fire number, emergency services number.

4

Is your mailing address different from where you live?

No

Yes



Tell us your mailing address

HOW TO ANSWER Q4:

Mailing address can include a PO Box, rural delivery details, or C/O address.

5

How else can we contact you?

Tick the best way for us to first contact you

Home phone	()	
Mobile phone	()	
Other phone	()	

Tell us about your income and assets

Tell us about your income

6

Do you and your partner get any income?

- Wages or salary No Yes
- Termination pay No Yes
- Redundancy pay No Yes
- Accident compensation (eg ACC) No Yes
- Income insurance (replacement/protection) No Yes Jointly with partner
- Farm or business income No Yes Jointly with partner
- Payments from self employment or contract work No Yes Jointly with partner
- Interest from savings, investments, or bonds No Yes Jointly with partner
- Dividends from shares, unit trusts, or managed funds No Yes Jointly with partner
- Income from rents No Yes Jointly with partner
- Payments from boarders or flatmates No Yes Jointly with partner
- Child Support payments No Yes
- Other income for a child No Yes
- Maintenance payments No Yes
- Payments from a former partner No Yes
- Student Allowance, scholarship, or Student Loan living cost payments No Yes
- Overseas pension, benefit or allowance payments No Yes
- Other superannuation or retirement scheme income (government or private) No Yes
- Income from an estate, if you've inherited money No Yes Jointly with partner
- Income from trusts No Yes Jointly with partner
- Other No Yes Jointly with partner

ATTACHMENT FOR Q6:
Bring a copy of your business accounts.

INFORMATION FOR Q6:
In this form, 'partner' means the person you're married to or in a civil union or relationship with, not a business partner.

7

Did you answer 'yes' or 'jointly with partner' to any of the sources of income listed in question 6?

No Yes

Where did the income come from?	Payment made to?		
	You	Your partner	Jointly with partner
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

ATTACHMENT FOR Q7:
You need to show us proof of the income you get.

Tell us about your assets

8

Do you or your partner have any of the following cash assets?

Money in bank or other savings No Yes

Bonus Bonds, shares, debentures or stocks No Yes

Money lent to other people or organisations No Yes

Other cash assets No Yes

ATTACHMENT FOR Q8:
You may be asked to provide proof of your assets and their value.

9

If you answered 'yes' to any of the assets listed above, please write the details below.

Type of asset	You	Your partner	Jointly owned
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

Tell us about the course

Tell us the course details

10

What's the name of the organisation that's running the course or programme?

11

What are the dates of the course or programme?

Start date

Day	Month	Year

End date

Day	Month	Year

HOW TO ANSWER Q10:
Examples of organisations include:

- Wellington Institute of Technology
- Te Wānanga o Aotearoa

If you're doing work experience, please provide the employer's name.

12

What work skills do you want to get from the course or programme?

HOW TO ANSWER Q12:

- Examples of work skills include:
- driving a forklift
 - welding.

13

What type of paid work will this course or programme help you get?

Tell us about your training costs

14

What extra costs do you have while you're on the course or programme?

What the cost is	How much	How often (for example weekly, fortnightly)
	\$	
	\$	
	\$	

ATTACHMENT FOR Q8:
Please bring proof of the things you need to pay for.

Signature

Let us know when things change

You need to let us know about changes that might affect the amount you're paid, like:

- starting, stopping or changing jobs
- starting or finishing part-time or full-time study
- changes to your pay or other income, including getting an overseas pension
- starting to run a business (for yourself or someone else).

Changes to information about you or your family, like:

- name, address, contact details or bank account number
- starting or ending a relationship, marriage, or civil union
- a partner passes away
- the number of children in your care, including having another baby.

We also need to know if you:

- are travelling overseas
- go into or come out of hospital
- are being held in custody or on remand.

Your rights

If you don't think we have things right or there's something you don't understand:

- call us – we can usually fix it over the phone
- you have the right to ask us to review the decision. Find out how at msd.govt.nz/reviews

Privacy

You have a right to ask to see your personal information, and ask for it to be corrected if it's wrong.

- If you have a question or a complaint, please get in touch.
- You can find full details about what we do with personal information in our privacy notice at workandincome.govt.nz and search on Privacy.

Signature

- I've answered all the questions that apply to me and my situation
- I understand the changes I need to let you know about
- The information I've given you is true and complete
- I understand what you do with my personal information and how you protect my privacy.

Applicant's name (print)

Applicant's signature

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Day Month Year

Covid-19 Emergency Benefit

application for temporary visa holders



MINISTRY OF SOCIAL
DEVELOPMENT
TE MANATŪ WHAKAHIATO ORA

Emergency Benefit for temporary visa holders is available for a limited time, from 1 December 2020 to 28 February 2021.

Support we can give temporary visa holders

People on temporary visas who can't support themselves or return home because of the impact of COVID-19 may get this Emergency Benefit. You may be able to get it if:

- you're making plans to return home as soon as possible, or
- you can't get home.

You must also:

- have a current temporary New Zealand visa such as a visitor, student or work visa, and not a sponsored visa
- be 16 years or older
- be in financial hardship with no other means of support (other than funds to purchase a flight home)
- be taking all reasonable steps to find other support including finding work, consular assistance, using your savings, getting other help from overseas or in New Zealand, or arranging to return home as soon as you can
- meet your obligations and complete the activities Work and Income requires.

You also need:

- a New Zealand bank account
- Inland Revenue number
- a current passport.

What you need to do next

You and your partner (if you have one) need to do several things before Work and Income can help you.

1. Fill out this application form. If you have a partner, they need to fill in an application form too, unless they already get assistance from us like a benefit, NZ Super or Student Allowance or Loan.
2. Collect all the documents or evidence you need to show us. There's a checklist on page 3.
3. Bring this application form and the documents to a meeting. You must apply for this benefit in person, not online or by phone.

You must give us all the information we need.

If you don't have all the information we need, talk with us and we may be able to help.

If we find out later that any information you give us is not true, or that you knew information you should have told us and did not tell us, we may stop paying your benefit. You might need to pay money back. In some cases you could even be prosecuted.

Our commitment to YOU



We will get to know you,
your situation and
your needs

Ka mohio
ki a koe

know
you

We will make sure you
understand everything
you need to know



We will use your
feedback to improve
our service

We will respect your
privacy and be clear
about how we use
your information and
who we share it with



We will let you know
everything you may
be eligible for

Ka tautoko
i a koe

support
you

We will help you
however we can,
as soon as we can



The information
we give you will
be accessible and
consistent no matter
how you contact us

We will be honest
about our mistakes
and put them right



We will respect you
and what is important
to you

Ka mahi
tahi ki a koe

with
you

We will work
together to achieve
shared goals



We will let you know
your options, rights
and obligations

Our actions will
follow our words



How did
wedo?

Let us know by visiting msd.govt.nz/feedback
or call us on 0800 559 009

What to bring



Once you've filled out the application form, use this checklist to tick off all the documents you need for your meeting with us.

Talk to us if you don't have any of the documents, have given them to us recently or if there might be a delay in getting them.

What you need to bring

Proof of who you are:

For you

Your current passport

Proof of your current visa. If you don't have visa documents, you can show us your visa verification details at your appointment using the Immigration NZ online Visa Verification Service.

To access the Visa Verification Service, you must have a RealMe account. If you don't already have a RealMe account, you need to create one **before** you visit Work and Income. To do this, go to immigration.govt.nz/about-us/our-online-systems/visa-verification-service

All people applying need to bring **another** document that helps to prove who you are (for example, a marriage certificate, phone or power account, driver licence).

Your Inland Revenue number. If you don't have an Inland Revenue number, you need to get one from Inland Revenue and give it to us within 10 days of applying for this benefit. You can apply online at ird.govt.nz/managing-my-tax/ird-numbers/ird-numbers-for-individuals

Proof of your New Zealand bank account, such as a bank statement or something else verified by the bank.

If you have dependent children in your care, you need to show us their passport or full birth certificate.

You may also need to provide proof of your assets in New Zealand and overseas.

Covid-19 Emergency Benefit

application for temporary visa holders



MINISTRY OF SOCIAL DEVELOPMENT
TE MANATŪ WHAKAHIATO ORA

In the applicant form, 'you', 'your', and 'yourself' means the person applying for Emergency Benefit for temporary visa holders.

If we say 'your partner' this only applies if you have one.

Tell us about yourself

If you've received a benefit or extra financial help from us before, write your client number here if you know it. This number can be found on your Community Services Card if you have one.

Client number

Tell us the names you've been known by

1

What is your full name?

Mr Mrs Ms Miss Other

First and middle names

Surname or family name

2

Is the name on your birth certificate the same as above?

No Yes

First and middle names

Surname or family name

3

Have you ever been known by any other name?

No Yes

1.

2.

4

What name would you like us to call you?

The name I wrote in Question 1 The name I wrote in Question 2

Other

ATTACHMENT FOR Q1:
Bring your passport.

HOW TO ANSWER Q3:
For example, have you had married names, English names, changes by deed poll, or aliases?

Tell us your ethnicity

13

Tick the group(s) you most identify with.

Māori → Which tribe(s) or iwi?
 New Zealand European Niuean Samoan Indian
 Other European Tokelauan Tongan Chinese
 Cook Island Māori Other ↓ Please write below

INFORMATION FOR Q13:
We collect this information for statistics we use in research and future development work.

Tell us about your residence status

14

Do you usually live in New Zealand?

No Yes

15

What best describes your residence status in New Zealand? Tick only one box.

New Zealand citizen by birth [Go to question 20](#)
 Granted New Zealand citizenship → Date citizenship granted
Day Month Year
[Go to question 16](#)
 Granted permanent residency → Date permanent residence granted
Day Month Year
[Go to question 16](#)
 Other ↓ What is your residence status?

HOW TO ANSWER Q14:
This means you consider New Zealand your home, you're a legal resident, you usually live here and you intend to stay.

16

When did you arrive in New Zealand?

Day Month Year

17

What country were you born in?

18

What is your usual home country?

19

What best describes your current visa status in New Zealand?

Work Visa Working Holiday Visa
 Recognised Seasonal Employer Visa Interim Visa
 Student Visa Limited Purpose Visa
 Limited Visa Other ↓ Please tell us your visa type below
 Visitor Visa

Tell us if you've lived or worked overseas

20

Have you ever lived or worked in any countries outside of New Zealand?

No

Go to question 23

Yes

Please list details below

Name of country	Date you entered this country	Date you left this country	Reason for being in this country

INFORMATION FOR Q20:

Periods of overseas residence may:

- affect entitlement to some benefits
- mean you're eligible for an overseas benefit or pension.

For more information, phone **0800 777 227**.

HOW TO ANSWER Q20:

Your reason for being in a country may be that you were there for a working holiday, you were living there, you were born there.

21

Do you receive or qualify for a social security benefit, pension or allowance from overseas?

No

Go to question 23

Yes

↓ Tick the box that best describes your benefit, pension or allowance

Retirement or old age

Superannuation

Disability or health condition

Widow or survivor

Child or dependent

War related

Other

22

If you ticked 'Yes' for question 21, please give details of the payments you get.

ATTACHMENT FOR Q22:

You'll need to show us proof of these payments, such as a pension certificate.

	Payment 1	Payment 2
What country does the payment come from?		
How much do you get each time the payment is made (in overseas currency)?		
Is this amount before or after tax?		
How often do you get the payment (for example, weekly, fortnightly, monthly)?		
What is the name of your pension, allowance or benefit?		
What is the payment reference number?		

Tell us about the people in your household

Tell us about who you live with

23

Are you 18 or 19 and living with a parent or legal guardian?

No Yes

Tell us about your dependent children

24

Do you have dependent children in your care?

No Yes [Go to question 31](#) [Please provide details below](#)

Child 1

Full name Date of birth

Relationship to you

Parent 1: Full name Parent 2: Full name

Child 2

Full name Date of birth

Relationship to you

Parent 1: Full name Parent 2: Full name

Child 3

Full name Date of birth

Relationship to you

Parent 1: Full name Parent 2: Full name

Child 4

Full name Date of birth

Relationship to you

Parent 1: Full name Parent 2: Full name

If you need to include more than four children in your application, please write these details about each one on a separate sheet of paper, and bring them with this application form.

HOW TO ANSWER Q24:

Please give the names of children you support financially and who live with you as a member of your family, including:

- your own children
- adopted children
- stepchildren
- children at boarding school
- grandchildren / mokopuna.

The child's name should be the same as on the child's birth certificate.

Tell us the names of all parents of each child.

ATTACHMENT FOR Q24:

Bring the passport or birth certificate for each dependent child.

HOW TO ANSWER Q25:

Please read the definition of a relationship on page 9.

25

Are you a sole parent?

No Yes [Go to question 28](#)

HOW TO ANSWER Q26:

Record the names of all known parents, including those:

- named on the child's birth certificate
- named in a Deed of Acknowledgement of Paternity, or
- named as the child's parent by the Court.

26

Have you named all the parents for each child?

No Please talk with us Yes

27

Have you applied for Child Support for each child?

No Please talk with us Yes

28

Do you have a shared care arrangement for any of your dependent children?

No Yes Please list the details below

Name of child	Hours a week in your care	Name of person you have shared care with

INFORMATION FOR Q27:

If you're a sole parent you may need to complete a Child Support application for each dependent child.

INFORMATION FOR Q29:

Working for Families tax credits are payments to families with children to help with day-to-day living costs. People getting a benefit who have dependent children generally qualify.

29

If you qualify for any Working for Families tax credits do you want them paid with your benefit?

No Yes

If you tick 'Yes', we'll tell Inland Revenue for you - so you do not need to.

Tell us about your relationship status

Definition of a relationship for benefit purposes

Whether people are single or a couple affects eligibility for certain income assistance and the rate at which we can pay that assistance.

When we work out your entitlement to income assistance, we'll consider you to be in a relationship if you're married, in a civil union, or in a de facto relationship, and have a degree of companionship.

By degree of companionship, we mean two people:

- are committed to each other emotionally for the foreseeable future, and
- are financially interdependent.

To give you a better idea of what we mean by this, think about whether your relationship includes some of the things below:

- you live together at the same address most of the time
- you share responsibilities, for example bringing up children (if any)
- you socialise and holiday together
- you share money, bank accounts or credit cards
- you share household bills
- you have a sexual relationship
- people think of you as a couple
- you give each other emotional support and companionship.

30

Do you understand our definition of a relationship?

I understand the definition of a relationship for benefit purposes

HOW TO ANSWER Q30:

Tick this statement to confirm you understand the definition of a relationship for benefit purposes.

If you don't understand what we mean by a relationship please leave this blank until you talk with us. In the meantime, go to question 31.

31 Do you have a partner?

By 'partner' we mean someone you're in a relationship with. If you're not sure, please leave this section blank until you talk to us. In the meantime, go to question 49.

No **Go to question 37** Yes

Your partner needs to complete their own application unless they already get a benefit, pension, or Student Allowance or Loan from us.

32 What is your partner's full name?

33 What is your partner's date of birth?

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year

34 What is your relationship status with your partner?

↓ Tick one of the following boxes

Married In a civil union In a relationship

35 Are you living at the same address as your partner?

No Yes **Go to question 37**

36 Why are you living apart from your partner?

They're in prison → **Date they were imprisoned**

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year

Other ↓ **Please explain why below**

ATTACHMENT FOR Q34:
Bring your marriage or civil union certificate for your current relationship.

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Tell us about health conditions, injuries or disabilities

Tell us about your ability to work

INFORMATION FOR Q37:
By full-time, we mean you can generally work at least 30 hours a week.

ATTACHMENT FOR Q37:
If you answered 'Yes' you need to provide a medical certificate from a health practitioner.

INFORMATION FOR Q38:
By part-time, we mean you can generally work at least 15 hours a week.

37

Are you willing to work full-time but have a health condition, injury or disability that limits you?

No [Go to question 52](#)

Yes [Please tell us about the work you can do](#)

38

Can you work part-time?

No Yes

39

Please describe (in your own words) how your health condition, injury or disability limits your ability to work.

Tell us about any ACC cover

40

Do you have an injury, or does your health condition or disability result from an injury or accident?

No [Go to question 48](#) Yes

41

When did the injury or accident happen?

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year

42

How did the injury or accident happen?

43

Have you applied, or will you apply, for earnings-related accident compensation payments?

No [Please write the reasons you're not applying](#) [Go to question 48](#)

Yes

44

Who will make these payments?

ACC

Another workplace accident insurer

Go to question 48

45

Have you applied to ACC?

No Go to question 48

Yes ↓ Which ACC office did you apply at?

46

When did you apply?

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year

47

What is your ACC reference number?

Tell us about any insurance cover

48

Do you have insurance to replace all or part of your income if you can't work?

No Go to question 50

Yes ↓ Please write the name of the insurance company or scheme below

49

How much do you expect to get from insurance, before tax?

Weekly \$

Lump sum \$

Tell us about your business situation

50

Are you self-employed?

No Go to question 52

Yes

51

Are you employing someone else to do your work while you can't?

No Yes

↓ How much are you paying that person?

\$

Weekly

Fortnightly

Monthly

ATTACHMENT FOR Q50:
Please bring your business accounts.

Tell us about your education and training

Tell us about your study and training

52 Have you finished full-time study or training in the last 28 days?

No [Go to question 54](#) Yes

53 When did you stop attending?

Day	Month	Year

54 Are you enrolled in full-time study at a school, university, Wānanga, or private training establishment?

No Yes

HOW TO ANSWER Q54:

If you're unsure whether your course meets the full-time criteria, check with your education provider.

Tell us about your work in New Zealand

By 'work' we mean any employment you get paid or get other advantages for, such as free or subsidised board, payments in kind, or drawings from a business.

Tell us about your current work

55 Have you worked in the last 52 weeks?

No [Go to question 67](#) Yes

56 Are you working?

No [Go to question 61](#) Yes

57 What type of work do you do?

Full-time Part-time Casual
 Seasonal Self-employed Voluntary

58 Are you a sole parent and pay for childcare while you're working?

No Yes [Please tell us how much you pay](#)

\$ Weekly Fortnightly Monthly

59 Who are you working for?

Employer's name

Employer's contact details

Address			
Phone number	()	Fax	()
Email			

HOW TO ANSWER Q57:

By full-time, we mean you generally work at least 30 hours a week.

INFORMATION FOR Q57:

If you have more than one job please record details of your other employers on a separate sheet of paper.

For each job include the information asked for in questions 57, 59 and 60.

HOW TO ANSWER Q60:

Include the amount you're paid and also the value of things you get from your employer instead of money. If your income varies week to week – provide an average (for example, the average of your last four weeks pay).

60

How much are you paid each week?

	Type of payment (include goods or services)	Amount before tax	Amount after tax
1.		\$	\$
2.		\$	\$
3.		\$	\$
4.		\$	\$

Tell us about any work during the last 52 weeks that has finished

61

Have you had any work in New Zealand in the last 52 weeks that you're no longer doing?

No **Go to question 67** Yes

62

Who did you last work for?

Employer's name

Employer's contact details

Address	
Phone number ()	Fax ()
Email	

63

How long did you work there?

Date you started work			Date of last day at work		
Day	Month	Year	Day	Month	Year

64

Why did this work end?

65

Did you get any of the following payments when you left?

No **Go to question 67**

Yes **↓ Please tick the box and write in the before-tax amount**

<input type="checkbox"/> Sick pay	\$
<input type="checkbox"/> Holiday pay	\$
<input type="checkbox"/> Termination pay	\$
<input type="checkbox"/> Redundancy pay	\$
<input type="checkbox"/> Other	\$

↓ Please tell us what for

66

How much was your pay for the four weeks before you left?

	Before tax	After tax
1.	\$	\$
2.	\$	\$
3.	\$	\$
4.	\$	\$

HOW TO ANSWER Q62:

If you've had more than one job end in the last 52 weeks please record details of all other employers on a separate sheet of paper. For each job include the employer's:
• name
• address
• phone number
• email and fax
• the job's start and end dates.

HOW TO ANSWER Q65:

Holiday pay includes long-service leave payments, and termination pay includes payments in lieu of notice.

HOW TO ANSWER Q66:

Don't include any of the payments you got in Q65.

Tell us about your income and assets

Tell us about income in the last 52 weeks?

ATTACHMENT FOR Q67:
Bring a copy of your business accounts.

INFORMATION FOR Q67:
In this application form, 'partner' means the person you're married to or in a civil union or relationship with, not a business partner.

67

Did you get income from any of the following sources in the last 52 weeks?

- Wages or salary No Yes
- Termination pay No Yes
- Redundancy pay No Yes
- Accident compensation (eg ACC) No Yes
- Income insurance (replacement/protection) No Yes Jointly with partner
- Farm or business income No Yes Jointly with partner
- Payments from self employment or contract work No Yes Jointly with partner
- Interest from savings, investments, or bonds No Yes Jointly with partner
- Dividends from shares, unit trusts, or managed funds No Yes Jointly with partner
- Income from rents No Yes Jointly with partner
- Payments from boarders or flatmates No Yes Jointly with partner
- Child Support payments No Yes
- Other income for a child No Yes
- Maintenance payments No Yes
- Payments from a former partner No Yes
- Student Allowance, scholarship, or Student Loan living cost payments No Yes
- Overseas pension, benefit or allowance payments No Yes
- Other superannuation or retirement scheme income (government or private) No Yes
- Income from an estate, if you've inherited money No Yes Jointly with partner
- Income from trusts No Yes Jointly with partner
- Other No Yes Jointly with partner

68

Did you answer 'Yes' or 'Jointly with partner' to any of the sources of income listed in question 67?

No Yes

Tell us the total before-tax amounts, for the last 52 weeks

Where did the income come from?	Payment made to?	
	You	Jointly with partner
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$

HOW TO ANSWER Q69:

Other types of payment include advantages such as free or subsidised goods and services (for example, free food, subsidised accommodation).

69

Did you get other types of payment apart from money in the last 52 weeks?

No Yes

↓ Please tell us about the type of payment and its value

Type of payment	Where did it come from?	Its value
		\$
		\$
		\$

HOW TO ANSWER Q70:

How often do you expect the payment, such as weekly, fortnightly, monthly, one-off.

The types of income you need to include here are listed on page 15.

70

Do you expect to get income or other payments in the next 52 weeks?

No Yes

↓ Please write the details below. Tell us the before-tax amounts

Where will the payment come from?	You	Payment made to? Jointly with partner	How often do you expect the payment?
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	

Are you involved in a trust?

71

Are you involved in a trust, or have you ever been involved in a trust?

'Involved' means one or more of the following:

- you've set up a trust, usually by making a gift of assets or property
- you've transferred assets to a trust
- you make decisions about managing a trust
- you benefit from a trust, for example, by receiving income such as trust distributions.

No Yes

↓ Please write the name of the trust

Name of trust

[Empty text box for name of trust]

ATTACHMENT FOR Q71:

You'll need to show us trust documents, such as the trust deed, deed of debt, gift statements, accounts.

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Tell us about your assets

ATTACHMENT FOR Q72:
You may be asked to provide proof of your assets and their value.

72 Do you or your partner have any of the following cash assets in New Zealand or overseas?

- Money in bank or other savings No Yes
- Bonds, shares, debentures or stocks No Yes
- Money lent to other people or organisations No Yes
- Other cash assets No Yes

73 If you answered 'yes' to any of the assets listed above, please write the details below.

Type of asset	You	Your partner	Jointly owned
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

HOW TO ANSWER Q74:
Examples of property you don't live in include, land, holiday homes, bach/crib, investment properties.

74 Do you or your partner have any of the following non-cash assets in New Zealand or overseas?

- Property you don't live in No Yes
- Boat, caravan or motorhome No Yes
- Other No Yes

ATTACHMENT FOR Q75:
You may be asked to provide proof of these details.

75 If you answered 'yes' to any of the non-cash assets listed above, please write the details below.

Type of asset	How much is it worth?	How much do you owe on it?
	\$	\$
	\$	\$
	\$	\$



What you need to do (your obligations)



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When you're getting payments from us, there are some things you need to do to make sure you're getting paid the right amount. So does your partner, if you have one.

If you don't do these things, we could pay you the wrong amount. It could also mean we have to reduce or stop your payments. We don't want you to miss out on money you need so please read these carefully.



- ① A **job** could be part-time, casual or full-time, paid or unpaid.
- ① Having another baby while you're getting a benefit changes your obligations about looking for work.

Let us know when things change

You need to let us know about changes that might affect the amount you're paid. Changes to your income or availability for work, like:

- starting, stopping or changing jobs
- starting or finishing part-time or full-time study
- changes to your pay or other income, including getting an overseas pension
- starting to run a business (for yourself or someone else).

Changes to information about you or your family, like:

- name, address, contact details or bank account number
- starting or ending a relationship, marriage, or civil union
- a partner passes away
- the number of children in your care, including having another baby.

We also need to know if you:

- go into or come out of hospital
- are being held in custody or on remand.

If we have the wrong information we could pay you the wrong amount. If we pay you too much you might have to pay us back.



- ① We can't pay you while you're out of New Zealand.

Tell us if you're leaving New Zealand

If you're going overseas, you need to let us know.

You need to let us know before you leave New Zealand. If there's a good reason you can't, then you need to let us know as soon as you can.



Conditions of grant

Your case manager will talk to you about the things you need to do while you get this payment.

This could include looking for work, other support, and making plans to get home as soon as you can.

What can happen if you don't meet your obligations or conditions of grant

You need to do the things listed above to keep getting payments from us. So does your partner, if you have one.

If you don't do these things your payments may go down or stop. In some cases you could even be prosecuted.



Your payments can go down or stop if you:

- don't tell us something we need to know
- don't do something we asked you to do to look for work
- refuse an offer of suitable work
- are not doing what you need to do to get back to your home country when you can.

Your rights

You have the right to ask us to review any decision we make about your payments.



If you don't think we have things right or there's something you don't understand:

- visit a Work and Income service centre and talk to us
- you have the right to ask us to review the decision. Find out how at msd.govt.nz/reviews



How we protect your privacy



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Collecting your information

We collect your personal information, so we can provide income support, NZ Super or Veteran's Pension, Student Allowance, or Loans and connect you with employment, education and housing services. We do this under various Acts, which are all listed on our website at workandincome.govt.nz/privacy

- To help us do this, we collect information about your identity, your relevant history, and your eligibility for our services.
- We get this information directly from you, and we sometimes collect information about you from others, including other government agencies.
- You can choose not to give us your personal information, but we might not be able to help you if you don't.

Using your information

We use the information you give us to make decisions about the best way to help you.

- These decisions may be about:
 - whether you're eligible for our services
 - running our operations and ensuring our services are effective
 - the services we'll provide in the future.

Sharing your information

Sometimes, we need to share your information outside our Ministry to reach our goal of helping New Zealanders to be safe, strong, and independent.

- To do this, we may share your information with:
 - prospective employers to help you find work
 - contracted service providers that help us to help you
 - health providers if we need your medical information to assess your eligibility
 - other government agencies when we have an agreement with them
 - some other governments if you may be eligible to get or are getting an overseas pension.
- We also share personal information when the law says we have to.

Respecting you and your information

We make sure we follow the Privacy Act to do what's right when we use your information.

- We treat you and your information with respect, by acting responsibly and being ethical.
- We make sure any technology we use meets strict security standards so it keeps your information safe.

Get in touch if you have a question

You have a right to ask to see your personal information, and to ask for it to be corrected if it's wrong.

- If you have a question or a complaint, please get in touch.
- You can find full details about what we do with personal information in our privacy notice at: workandincome.govt.nz/privacy

Signature page

Office copy

Applicant

I have answered all the questions that apply to me and my situation.

The information I have given you is true and complete.

I understand the things I need to do while I'm getting payments.

I will do what I need to do to meet my obligations.

I understand what you do with my personal information and how you protect my privacy.

Applicant's name (print)

Applicant's signature

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year

Helper's statement

Complete this if you've helped the applicant or their partner to complete this application form.

Your first and middle names

Your surname or family name

Your address

Your phone number

I completed this application form at the request of the person applying. They told me they understood what they were signing. The statements and answers I have completed are true and complete as given to me by the person applying.

Helper's signature

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year

Signature page

Applicant's copy

Applicant

I have answered all the questions that apply to me and my situation.

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Applicant's name (print)

Applicant's signature

Date

Day	Month	Year

Please use the document checklist to help you make sure you bring all the documents you need to your meeting with us.

RELEASED UNDER THE
OFFICIAL INFORMATION ACT