

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 552 002

New Zealand Superannuation checklist



MINISTRY OF SOCIAL DEVELOPMENT
TE MANATŪ WHAKAHIATO ORA

Once you've filled in 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 provide

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.

Proof of who you are:

	For you	For your partner (if you have one)
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If you were born in New Zealand , bring 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).	<input type="checkbox"/>	<input type="checkbox"/>
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If you were born overseas , bring 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).	<input type="checkbox"/>	<input type="checkbox"/>
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If your name has changed , bring your marriage certificate, deed poll, or other proof of the name change.	<input type="checkbox"/>	<input type="checkbox"/>
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All people applying need to bring two more documents that help to prove who you are (for example, a marriage certificate, bank statement, phone or power account, driver licence).	<input type="checkbox"/>	<input type="checkbox"/>
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Proof of your bank account, such as a bank statement or deposit slip showing the account name, account number and bank logo. If you have to write any of these details yourself, you need to get the bank to stamp and sign the statement or slip.	<input type="checkbox"/>	<input type="checkbox"/>
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One of the documents above must be at least two years old.

You also need to bring:

Proof of your assets and their value.	<input type="checkbox"/>	<input type="checkbox"/>
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Proof of payments, if you receive a benefit, allowance or pension from overseas.	<input type="checkbox"/>	<input type="checkbox"/>
----------------------------------------------------------------------------------	--------------------------	--------------------------

Your marriage or civil union certificate, for a current relationship.	<input type="checkbox"/>	<input type="checkbox"/>
-----------------------------------------------------------------------	--------------------------	--------------------------

Your business accounts, if you have your own business.	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------------------------------------	--------------------------	--------------------------

Proof of any before-tax income for the 52 weeks before the application (for example, wages, holiday pay and any other income) and details of your income for the last 26 weeks.	<input type="checkbox"/>	<input type="checkbox"/>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------	--------------------------

Trust documents, if you're involved in a trust (for example, trust deed, deed of debt, gift statements, accounts).	<input type="checkbox"/>	<input type="checkbox"/>
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New Zealand Superannuation partner application



MINISTRY OF SOCIAL DEVELOPMENT
TE MANATŪ WHAKAHIATO ORA

This form is about the **partner** of the person who qualifies for NZ Super, so it should be completed by the partner.
There's a small section on page 20 for the partner who qualifies for NZ Super to complete and sign.

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 have been known by

1

What is your full name?

Mrs Miss Ms Mr Other

First and middle names

Surname or family name

ATTACHMENT FOR Q1:

Bring proof of who you are. What you need to bring is explained on page 3.

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:

Bring 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

Tell us more about you

5

What date were you born?

Day Month Year

6

Are you:

Male

Female

Gender diverse

7

Are you currently receiving weekly compensation payments from ACC?

No

Yes

If you get weekly compensation payments through ACC, in most cases you can't get NZ Super for the same period. You may be able to get NZ Super if ACC have confirmed:

- you can get both payments for a period of time, or
- the date your ACC payment stopped.

If you need help call ACC on **0800 101 996**.

8

What is your Inland Revenue tax number?

9

What tax code do you want to use for your NZ Super payments?

You can work out your tax code using the online calculator at ird.govt.nz or phone Inland Revenue on **0800 227 774**.

INFORMATION FOR Q9:

If you don't give us a tax code, your payment will be taxed at the higher 'no-notification rate' of 45%.

ATTACHMENT FOR Q9:

If you use tax code 'STC' please provide proof from Inland Revenue.

Tell us how we can contact you

10

Where do you live?

Flat/House number Street name

Suburb

Town/City

11

Is your mailing address different from where you live?

No

Yes



Tell us your mailing address

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	()	

13

Do you agree to get emails from us, including information about discounts and concessions for SuperGold Card holders?

No
 Yes

 I don't have an email address

A SuperGold Card will be sent to you automatically, once your NZ Super is granted. It gives you access to thousands of discounts and concessions from businesses around New Zealand and Australia, and to New Zealand government and/or local council services.

Tell us your ethnicity

14

Tick the group(s) you most identify with.

INFORMATION FOR Q14:

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
 Do not want to answer

Tell us about your residence status

15

Do you usually live in New Zealand?

No
 Yes

HOW TO ANSWER Q15:

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

16

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

New Zealand citizen by birth

Granted New Zealand citizenship

 Day Month Year

Granted permanent residency

 Day Month Year

Other

HOW TO ANSWER Q17:

If you were under 20 years old when you first arrived in New Zealand, we can accept an approximate date of arrival. If you were over 20 years old and are not sure of the actual date, talk to us and we can decide whether the date needs to be confirmed.

17

When did you arrive in New Zealand?

Day Month Year

18

What country were you born in?

19

Do you regularly visit any countries outside New Zealand?

Name of country you visit or will visit How often? How long? Reason for visiting (for example, holiday, working, living)

Tell us if you've lived or worked overseas

1 INFORMATION FOR Q20:
Periods of overseas residence may:

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

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

2 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. If you don't know the exact date we'll accept a month and year.

20

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

Don't include holidays of four weeks or less.

No

Go to question 23

Yes

Please list details below

Tick the reason(s) for being in each country

Name of country	Date you entered this country	Date you left this country	Holiday	Work	Visiting family	Study	Missionary work	Humanitarian work	Other

21

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

You need to tell us this because your payments may be affected if you get or are eligible for an overseas pension or benefit.

No

Go to question 23

Don't know

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

ATTACHMENT FOR Q22: **22**
 You'll need to show us proof of these payments, such as a pension certificate.

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

	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 your bank details **23**

ATTACHMENT FOR Q23:
 You need to provide proof of your bank account, such as a bank statement or deposit slip.

What bank account would you want your payments to be paid into?

The account is in the name of:

The account number is:

Bank	Branch	Account number	Suffix
	/	/	

Tell us whether you're a veteran **24**

Have you served with the New Zealand Armed Forces?

No Yes

If you've ticked 'yes', you may be entitled to a:

- Veteran's Pension (for more information call **0800 650 656**), and/or a
- War Disablement Pension or associated payments (for more information call Veterans' Affairs New Zealand on **0800 4 VETERAN (0800 483 8372)**).

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Tell us about work in the last 52 weeks

By 'work' we mean any employment for which you or your partner 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

25

Are you working?

No

Go to question 29

Yes

HOW TO ANSWER Q26:

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

26

What type of work do you do?

Full-time

Part-time

Casual

Seasonal

Self-employed

Voluntary

INFORMATION FOR Q26:

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

27

Who are you working for?

Employer's name

Employer's contact details

Address	
Phone number	Fax ()
Email	

HOW TO ANSWER Q28:

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).

28

How much are you paid each week?

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

INFORMATION FOR Q29:

Paid Parental Leave is paid to eligible parents to care for their newborn or newly adopted child. It's paid by Inland Revenue.

You may get Best Start tax credits when the Paid Parental Leave ends.

29

Have you applied, or will you apply, for Paid Parental Leave?

No

Go to question 30

Yes

Please write the details below

Which child is it for?

How much is it each week?

What date will it end?

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

Tell us about your partner's current work

30

Is your partner working?

 No

Go to question 34

 Yes

HOW TO ANSWER Q31:

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

31

What type of work does your partner do?

 Full-time

 Part-time

 Casual

 Seasonal

 Self-employed

 Voluntary

INFORMATION FOR Q31:

If your partner has 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 31 to 33.

32

Who is your partner working for?

Employer's name

Employer's contact details

Address		
Phone number	() ()	Fax () ()
Email		

HOW TO ANSWER Q33:

Include the amount your partner's paid and also the value of things they get from their employer instead of money.

If their income varies week to week – provide an average (for example the average of their last four weeks pay).

33

How much is your partner paid each week?

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

INFORMATION FOR Q34:

Paid Parental Leave is paid to eligible parents to care for their newborn or newly adopted child. It's paid by Inland Revenue.

Your partner may get Best Start tax credits when the Paid Parental Leave ends.

34

Has your partner applied, or will they apply, for Paid Parental Leave?

 No

Go to question 35

 Yes

↓ Please write the details below

Which child is it for?

How much is it each week? \$

What date will it end?

Day	Month	Year

Tell us about your income and assets

Tell us about income in the last 52 weeks?

35

Did you or your partner 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
- Farm or business income No Yes
- Payments from self employment or contract work No Yes
- Interest from savings, investments, or bonds No Yes
- Dividends from shares, unit trusts, or managed funds No Yes
- 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 Pensions because we already know what you get) No Yes
- Income from an estate, if you've inherited money No Yes
- Income from trusts No Yes
- Other No Yes

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ATTACHMENT FOR Q35:
Bring a copy of your business accounts.

INFORMATION FOR Q35:
In this application form, 'partner' means the person you're married to or in a civil union or relationship with, not a business partner.

36

Did you answer 'yes' to any of the sources of income listed in question 35?

- 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
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

ATTACHMENT FOR Q36:
You need to show us proof of income you've received in the last 52 weeks.

HOW TO ANSWER Q37:
Other types of payment include advantages such as free or subsidised goods and services (for example, free food, subsidised accommodation).

37

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
		\$
		\$
		\$

HOW TO ANSWER Q38:
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 11.

38

Do you or your partner 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?	Payment made to?			How often do you expect the payment?
	You	Your partner	Jointly with partner	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	

Tell us about your assets

ATTACHMENT FOR Q39:
You may be asked to provide proof of your assets and their value.

39

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

40

If you answered 'yes' to any of the assets listed in question 39, please write the details below.

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

HOW TO ANSWER Q41:
Examples of property you don't live in include, land, holiday homes, bach/crib, investment properties.

41

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

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

ATTACHMENT FOR Q42:
You may be asked to provide proof of these details.

42

If you answered 'yes' to any of the non-cash assets listed question 41, please write the details below.

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

43 **HOW TO ANSWER Q43:**
Please include assets sold to a trust, family members, business or charitable organisations.

INFORMATION FOR Q43:
Depending on your circumstances we may ask you for information on assets sold more than five years ago.

ATTACHMENT FOR Q43:
You'll need to provide proof of the sale of the asset, like a solicitor's settlement statement.

Have you or your partner sold any assets in the last five years?

No Yes **Please provide details below**

Asset 1

What was the asset? How much was it sold for?

Who was it sold to? When was it sold?
Day Month Year

Asset 2

What was the asset? How much was it sold for?

Who was it sold to? When was it sold?
Day Month Year

Gifting assets includes giving away, transferring, or disposing of your assets to another person or organisation.

If you or your partner (even if they have died) have given assets away they may still be counted for this assessment.

You can gift up to a certain amount for each 12 month period in the five years before you apply. To find out the amount you can gift go to our website workandincome.govt.nz and search on *Residential Care Subsidy*.

44 **INFORMATION FOR Q44:**
Depending on your circumstances, we may ask you for information on assets gifted more than five years ago.

HOW TO ANSWER Q44:
Please include assets gifted to a trust, family members, business or charitable organisations.

ATTACHMENT FOR Q44:
Please provide proof of the assets you gifted. If you can't do this you'll need to talk with us.

Have you or your partner ever gifted any assets?

No Yes **Please provide details below**

Asset 1

What was the asset? What was the asset worth?

Who was it gifted to? When was it gifted?
Day Month Year

Asset 2

What was the asset? What was the asset worth?

Who was it gifted to? When was it gifted?
Day Month Year

Are you involved with a trust?

45

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

The trust can be any type of trust, including a family 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 sold or gifted assets to a trust
- you make decisions about managing a trust
- you benefit from a trust; for example, by receiving free or subsidised accommodation or income such as trust distributions.

 No

[Go to question 46](#)

 Yes

Please write the name of the trust

ATTACHMENT FOR Q45:

You'll need to provide full copies of trust documents such as:

- trust deed
- deeds of acknowledgment of debt
- deeds of forgiveness of debt
- Inland Revenue gifting statements
- the latest trust financial statements.

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Extra Help information

You may be able to get extra financial or other help. Most extra help we pay depends on your personal situation and what income or assets you have. You can apply for extra help at any time.

For more information about extra help and application forms go to seniors.msd.govt.nz or you can phone us on **0800 552 002**.

Disability Allowance

If you, or a family member, have a disability or medical condition likely to continue for at least six months, you may be able to get help with costs such as ongoing visits to the doctor, medicines, medical alarms, travel, and some other costs.

Disability Allowance is income tested.

46

Do you want to apply for a Disability Allowance?

No

Yes

Please complete a Disability Allowance application

Accommodation Supplement

If you have costs from owning your own home, renting, or boarding, you may be able to get an Accommodation Supplement. How much you get will depend on your income, assets, accommodation costs, family circumstances and where you live.

Accommodation Supplement is income and asset tested.

If you and/or your partner are tenants living in a community housing property, you won't be able to get Accommodation Supplement. (Community housing properties are provided by Kāinga Ora (formerly Housing New Zealand) and approved community housing providers.)

47

Do you want to apply for an Accommodation Supplement?

No

Yes

Please complete an Accommodation Supplement application

Temporary Additional Support

Temporary Additional Support helps with essential costs for a short time when you've tried everything you can think of, and still can't pay for them.

To get Temporary Additional Support, your assets will need to be below a certain level.

48

Do you want to apply for Temporary Additional Support?

No

Yes

Please complete a Temporary Additional Support application

Community Services Card

The Community Services Card can help you with the costs of health care. You will pay less for some health services and prescriptions.

To be eligible for the Community Services Card, your income must be below a certain level.

49

Do you want to apply for a Community Services Card?

No

Yes

Please complete a Community Services Card application

Dependent children in your care

A dependent child is a child who is financially supported by you and is living with you as a member of your family.

50

Do you have dependent children in your care?

No

Yes

You may be able to get other forms of financial assistance. Please ask us about this.

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What you need to do (your obligations)



MINISTRY OF SOCIAL
DEVELOPMENT
TE HANATŪ WHAKAHIATO ORA

When you're getting payments from us, there are some things you and your partner need to do to make sure you're both getting paid the right amount.

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



Let us know when things change

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

Changes to information about you or your family, like:

- name, address, contact details or bank account number
- starting or stopping living alone
- starting or ending a relationship, marriage, or civil union
- your partner passes away
- the number of dependent children you support.

You need to tell us about changes relating to your income, such as:

- starting, stopping or changing jobs
- changes to your pay or other income
- getting an overseas pension.

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.



i We can't pay you while you're out of New Zealand unless we've agreed to it.

Tell us if you're going overseas

If you're traveling or moving overseas you may need to let us know because we may have to change or stop your payments. Whether you need to let us know will depend on your travel plans. There are some examples below.

If there's a good reason you can't tell us before you go, then you need to let us know as soon as you can.

To let us know your travel plans, you can complete a form on our website. Go to workandincome.govt.nz and search on *Overseas travel dates*.

When you get other payments from us

If you get other payments from us like Winter Energy Payment, Disability Allowance, Accommodation Supplement or Temporary Additional Support, you can keep getting them only for the first 28 days you're away. You need to let us know about your travel plans before you go.

Traveling for short trips of 28 days (four weeks) or more

You need to let us know if:

- you're going to be away more than 28 days, or
- you don't know how long you'll be away for, or
- you intend to have more than one overseas trip in the next 12 months.

What can happen if you don't meet your obligations

Your payments can stop if you don't tell us something we need to know.



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 tell us something we need to know, your payments can stop. In some cases you could even be prosecuted.

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:

- 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 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
- 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 Housing New Zealand 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, Housing New Zealand Corporation, 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 Housing New Zealand) 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 to a New Zealand Superannuation 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

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

Day	Month	Year

Applicant's partner

This section must be completed by the person who qualifies for NZ Super.

I understand the obligations explained in this form.

I agree to have my partner included in my NZ Super payments.

Applicant's partner's name (print)

Applicant's partner's signature

Date

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

Day	Month	Year



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.



Let us know when things change

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

Changes to information about you or your family, like:

- name, address, contact details or bank account number
- starting or stopping living alone
- starting or ending a relationship, marriage, or civil union
- your partner passes away
- the number of dependent children you support.

You need to tell us about changes relating to your income, such as:

- starting, stopping or changing jobs
- changes to your pay or other income
- getting an overseas pension.

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.



ⓘ We can't pay you while you're out of New Zealand unless we've agreed to it.

Tell us if you're going overseas

If you're traveling or moving overseas you may need to let us know because we may have to change or stop your payments. Whether you need to let us know will depend on your travel plans. There are some examples below.

If there's a good reason you can't tell us before you go, then you need to let us know as soon as you can.

To let us know your travel plans, you can complete a form on our website. Go to workandincome.govt.nz and search on *Overseas travel dates*.

When you get other payments from us

If you get other payments from us like Winter Energy Payment, Disability Allowance, Accommodation Supplement or Temporary Additional Support, you can keep getting them only for the first 28 days you're away. You need to let us know about your travel plans before you go.

Traveling for short trips of 28 days (four weeks) or more

You need to let us know if:

- you're going to be away more than 28 days, or
- you don't know how long you'll be away for, or
- you intend to have more than one overseas trip in the next 12 months.

What can happen if you don't meet your obligations

Your payments can stop if you don't tell us something we need to know.



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 tell us something we need to know, your payments can stop. In some cases you could even be prosecuted.

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:

- 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 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
- 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 Housing New Zealand 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, Housing New Zealand Corporation, 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 Housing New Zealand) 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 to a New Zealand Superannuation 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's 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

Applicant's partner

This section must be completed by the person who qualifies for NZ Super.

I understand the obligations explained in this form.

I agree to have my partner included in my NZ Super payments.

Applicant's partner's name (print)

Applicant's partner's signature

Date

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

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Orphan's/Unsupported Child's Benefit application form



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If you need more information go to our website workandincome.govt.nz or call us on **0800 559 009**.

We suggest you read the instructions on pages 1 to 4 of this application form before starting to fill it out, so you get a feel for what is needed.

Support we can give you

If you're raising someone else's child, we may be able to help by meeting some of the costs involved.

Orphan's Benefit is for people looking after someone else's child because their parents have died or can't be found, or when they can't look after their child because the parent has a long-term illness.

Unsupported Child's Benefit is for people looking after someone else's child because the child's parents can't support them due to a family breakdown.

The child you are looking after must be:

- aged under 18 years, and
- single, and
- financially dependent on you.

You must:

- be aged 18 years or older, and the main caregiver of the child, and
- expect to care for the child for 12 months or more, and
- not be the child's natural or adoptive parent or the step-parent if you are applying for the Unsupported Child's Benefit.

Both you and the child must also normally live in New Zealand.

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 mōhio
ki a koe

We will make sure you understand everything you need to know



We will use your feedback to improve our service

know
you

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

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

support
you

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

We will work together to achieve shared goals




We will let you know your options, rights and obligations

with
you

Our actions will follow our words



How did  we do?

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

Orphan's/Unsupported Child's Benefit checklist



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Once you've filled in 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

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.

Proof of who you are:

If you were born in New Zealand, bring 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).

For you

For your partner
(if you have one)

If you were born overseas, bring 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, bring your marriage certificate, deed poll, or other proof of the name change.

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

A form or letter from Inland Revenue showing your tax number.

Proof of your bank account details, such as a bank statement or deposit slip.

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

There are more things you need to bring in the table over the page.

What you need to bring for the child

What you need to bring for the child

Proof of who the child is:

Full birth certificate for the child that you're raising

Proof of any income for the child. This may be income that either you or the child receive

For Orphan's Benefit you also need to bring:

Death certificate(s) for the parents and any estate details

For Unsupported Child's Benefit you also need to bring:

Copies of Family Group Conference outcomes or Court Orders or Court approved plans

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Orphan's/Unsupported Child's Benefit application form



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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 have been known by

ATTACHMENT FOR Q1:
Bring proof of your identity. What you need to bring is explained on page 3.

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

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.

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

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?

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

8

What bank account would you want your payments to be paid into?

The account is in the name of:

The account number is:

Bank	Branch	Account number	Suffix
■	■	■	■

ATTACHMENT FOR Q7:
Bring a form or letter from Inland Revenue showing your tax number.

ATTACHMENT FOR Q8:
You will need to provide proof of your bank account details, such as a bank statement or deposit slip.

Tell us how we can contact you

9

Where do you live?

Flat/House number: Street name

Suburb

Town/City

HOW TO ANSWER Q9:
If you live in a rural area, flat/house number could include your RAPID number, fire number, emergency services number.

10

Is your mailing address different from where you live?

No
 Yes
 [↓ Tell us your mailing address](#)

HOW TO ANSWER Q10:
Mailing address can include a PO Box, rural delivery details, or C/O address.

11

How else can we contact you?

Tick the best way for us to contact you

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

HOW TO ANSWER Q11:
Please only give us contact details you'd like us to use.

12

Do you agree to get emails from us?

No
 Yes
 [↓ Tell us your email address](#)
 I don't have an email address

Tell us your ethnicity

13

INFORMATION FOR Q13:

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

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 Don't want to answer

Tell us about your residence status

14

Do you usually live in New Zealand?

No Yes

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.

15

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

New Zealand citizen by birth Go to question 18

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?

16

When did you arrive in New Zealand?

Day Month Year

17

What country were you born in?

Tell us about the child

Tell us the names the child has been known by

ATTACHMENT FOR Q18:
Bring proof of the child's identity. What you need to bring is explained on page 4.

HOW TO ANSWER Q20:
For example, has the child had a different surname or family name, English names, changes by deed poll, or aliases?

18 What is the child's name?

First and middle names

Surname or family name

19 Is the name on the child's birth certificate the same as above?

 No

Tell us the name that is on the child's birth certificate

 Yes

First and middle names

Surname or family name

20 Has the child ever been known by any other name?

 No Yes

Write them all out below

1.

2.

21 What date was the child born?

Day Month Year

Tell us about the child's residence status

22 Was the child born in New Zealand?

 No Yes

Go to question 27

23 When did the child arrive in New Zealand?

Day Month Year

24 What country was the child born in?

25 Where was the child's birth registered?

26 How long will the child stay in New Zealand?

Tell us about the caring arrangements for the child

27

Is the child living with you at your address?

No

Give reasons why not below

Yes

28

When did the child come into your care?

--	--	--

Day Month Year

29

How long will the child be in your care?

30

Why did the child come into your care?

31

What is your relationship to the child?

Natural parent

Adoptive parent

Step-parent

Not related

Other relative

Please explain below

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Tell us about income for the child

32

Do you get any income on behalf of the child?

No

Yes

↓ Please provide details below

HOW TO ANSWER Q32:

Examples of income on behalf of the child are:

- money from the child's parents
- ACC
- Oranga Tamariki
- other organisations.

ATTACHMENT FOR Q32:

Please provide proof of payments.

Where/who does it come from?	How much?	How often (weekly, fortnightly, etc)
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

33

Does the child get any income apart from what they earn themselves?

No

Yes

↓ Please provide details below

Where/who does it come from?	How much?	How often (weekly, fortnightly, etc)
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

Establishment grant

This is a one-off contribution to help with the costs when a child first comes into your care, such as a bed, bedding and clothing. If you or your partner have received (or have been approved to receive) an upfront payment as part of the Home for Life support package you won't be eligible for this grant.

INFORMATION FOR Q34:

The Home for Life support package is available for approved Home for Life, parents.

34

Have you or your partner received an upfront payment from Oranga Tamariki as part of the Home for Life support package?

No

Yes

Where to next in this form

35

What type of assistance are you applying for?

Orphan's Benefit

Go to question 36

Unsupported Child's Benefit

Go to question 58



Tell us about the child's parents

**Tell us
about one of
the child's
parents**

HOW TO ANSWER Q37:

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

Parent 1

36

What is the name of this parent?

First and middle names

Surname or family name

37

Are they known by or have they used any other names?

No

Yes

↓ Write them all out below

38

What is their date of birth?

Day Month Year

39

Has this parent died?

No

Go to question 42

Yes

40

Where was their death registered?

41

What are the name and contact details of the person who administers their estate?

Flat/House number Street name

Suburb

Town/City

Home phone	()
------------	-----

Mobile phone	()
--------------	-----

Email	
-------	--

42

Is this parent in hospital?

No

Yes

↓ Please provide details below

Date of admission:

Day Month Year

Hospital name:

43

What is this parent's last known address?

Flat/House number

Street name

Suburb

Town/City

44

When did someone last hear from them?

Day Month Year

Tell us about the child's other parent

45

Parent 2

What is the name of the child's other parent?

First and middle names

Surname or family name

46

Are they known by or have they used any other names?

No

Yes

↓ Write them all out below

1. _____

2. _____

47

What is their date of birth?

Day Month Year

48

Has this parent died?

No

Go to question 51

Yes

49

Where was their death registered?

HOW TO ANSWER Q46:

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

50

What are the name and contact details of the person who administers their estate?

Flat/House number Street name

Suburb

Town/City

Home phone ()

Mobile phone ()

Email

51

Is this parent in hospital?

No

Yes



Please provide details below

Date of admission:

Day

Month

Year

Hospital name:

52

What is this parent's last known address?

Flat/House number Street name

Suburb

Town/City

53

When did someone last hear from them?

Day

Month

Year

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Tell us if the child has lived overseas

Tell us if the child has lived overseas

54

Has the child lived in any countries outside of New Zealand?

No [Go to question 55](#) Yes [Please list details below](#)

Name of country	Date child entered this country	Date child left this country	Reason for being in this country
	//	//	
	//	//	
	//	//	
	//	//	

55

Are you or any other person getting a social security pension or pension of a similar nature for the child from the government of a country other than New Zealand?

No [Go to Obligations and Privacy on page 20](#)

Yes [Tick the box that best describes the payments](#)

- Widow or survivor
 Child or dependent
 Disability or health condition
 Other

56

If you ticked 'yes' for question 55, please give details of the payments.

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

57

Is this social security benefit or benefit of a similar nature paid to you?

No [Please provide details below for the person who receives the payments](#)

Yes [Go to Obligations and Privacy on page 20](#)

First and middle names Surname

Flat/House number Street name

Suburb Town/City

Phone ()

Mobile phone ()

Email

ATTACHMENT FOR Q55:
You'll need to show us proof of these payments, such as a pension certificate.

Unsupported Child's Benefit

extra information



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Tell us about the child's parents

Tell us about the child's custody arrangements

58

Are you fully supporting the child?

- No
 Yes

↓ Please provide details of what help you get from the parents

59

Who has legal custody of the child?

60

What was the date of the custody order?

Day	Month	Year

61

Have you had any contact with a social worker from Oranga Tamariki or another authorised agency?

- No
 Yes

↓ Please give the name of the social worker and name of the Oranga Tamariki or other authorised agency office.

62

Have you and the child's family attended a Family Group Conference organised by Oranga Tamariki or another authorised agency?

- No Yes

↓ Please tell us the date of the conference

Day	Month	Year

63

Have you received any support from Oranga Tamariki or another authorised agency for the child?

- No
 Yes

Go to question 65

↓ Please provide details below

Reason for payment	How much	How often (such as weekly)
	\$	
	\$	

INFORMATION FOR Q61

Other authorised agencies include:

- iwi social services
- cultural social services
- child and family support services

For more information go to workandincome.govt.nz and search on other authorised agency.

ATTACHMENT FOR Q62:

If 'yes' please bring any documentation you would have been given at this meeting.

HOW TO ANSWER Q63:

Examples of support are board payments, counselling, etc.

64

Have payments from Oranga Tamariki stopped or are they about to stop?

No

Yes **↓ When did or will they stop?**

Day Month Year

65

Were the child's immediate previous caregivers the child's parents/guardians?

No

Yes **Go to question 68**

66

What is the name of the child's previous caregiver?

First and middle names

Surname or family name

67

Why is the child no longer living with the previous caregiver?

68

Why are the child's parent's/guardians not able to provide fully for this child?

69

Was the living arrangement ordered by any of the following?

No

Yes **↓ Please tick which agency**

Courts

Oranga Tamariki

Not applicable

Other agency

↓ Please name agency below

HOW TO ANSWER Q68:

Give reasons:
Has there been a
breakdown?
Comment
on financial,
accommodation,
disability or other
limitations.

ATTACHMENT FOR Q69:

Please bring copies
of the Court orders
or documentation
from Oranga Tamariki
where applicable.

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Tell us about one of the child's parents

HOW TO ANSWER Q71:
For example, have they had married names, English names, changes by deed poll, or aliases?

Parent1

70

What is the name of this parent?

First and middle names

Surname or family name

71

Are they known by or have they used any other names?

No

Yes



Write them all out below

1.

2.

72

What is their date of birth?

Day Month Year

73

Do you know where this parent lives?

No



If you can, please give the last known address below

Yes



Please provide details

Flat/House number

Street name

Suburb

Town/City

Home phone

()

Mobile phone

()

Email

74

Do you know where this parent works?

No



If you can, please give the details below for their last employer

Yes



Please give details of their employer. If the parent is self-employed, give the name, address and telephone number of their business

Business' name

Business' contact details

Address

Phone number

()

Fax ()

Email

HOW TO ANSWER Q75:

- Examples of further details are:
- names and addresses of parents, siblings or friends
 - details of insurance, bank accounts or shares
 - names and addresses of accountants or solicitors.

75

Can you give any other details to help find this parent?

No Yes

[Empty text box for providing details]

76

Does this parent ever get in touch with you or the child?

No Yes

[Empty text box for providing contact details]

INFORMATION FOR Q76

If the parent gets in touch with you, please pass on any additional information to us.

Tell us about the child's other parent

77

Parent 2

What is the name of the child's other parent?

First and middle names

[Text box for first and middle names]

Surname or family name

[Text box for surname or family name]

78

HOW TO ANSWER Q78:

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

Are they known by or have they used any other names?

No Yes

[Text box for other names]

79

What is their date of birth?

[Date input boxes]

Day Month Year

80

Do you know where this parent lives?

No

Yes

Flat/House number Street name

[Text boxes for flat/house number and street name]

Suburb

Town/City

[Text boxes for suburb and town/city]

Home phone ()

Mobile phone ()

Email

81

Do you know where this parent works?

No **↓ If you can, please give the details below for their last employer**

Yes **↓ Please give details of their employer. If the parent is self-employed, give the name, address and telephone number of their business**

Business name

Number

Street name

Suburb

Town/City

Work phone ()

Mobile phone ()

Email

HOW TO ANSWER Q82:

Examples of further details are:

- names and addresses of parents, siblings or friends
- details of insurance, bank accounts or shares
- names and addresses of accountants or solicitors.

INFORMATION FOR Q83

If the parent gets in touch with you, please pass on any additional information to us.

82

Can you give any other details to help find this parent?

No Yes **↓ Please give details below**

83

Does the parent ever get in touch with you or the child?

No Yes **↓ Please tell us about the contact and how often it occurs below**

Tell us if you get child support

84

Does either parent pay child support?

No

Yes **↓ Please give details of the payments**

Who pays? What do they pay for? How much? How often (such as weekly, fortnightly)

Who pays?	What do they pay for?	How much?	How often (such as weekly, fortnightly)
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	

Orphan's / Unsupported Child's Benefit obligations and privacy



MINISTRY OF SOCIAL
DEVELOPMENT
TE MANATŪ WHAKAHIATO ORA

You need to read and complete this section.

This part of the application form:

- lists your obligations
- explains what will happen if obligations are not met
- explains how we protect the information you give to us, and what we can do with it
- includes a signature page for you to sign.

Obligations

These are what you have to do to receive payments from Work and Income. Please read all the obligations because they could apply to you if your circumstances change.

Change of circumstances

I must tell Work and Income immediately if:

- the care and/or support arrangements for the child change
- the financial circumstances of the child change
- either the child or I intend to travel overseas
- I have changes to personal details (such as name, address or bank account number)
- either the child or I have any other change that may affect my benefit entitlement or rate.

Not telling us about changes in your circumstances

I understand that if I don't tell Work and Income about changes that might affect whether I can get Orphan's/Unsupported Child's Benefit or the amount I'm paid, that:

- my benefit may be reviewed and cancelled, and
- I may have to pay back the total amount of any overpayment that I have received, and
- Work and Income may impose a penalty (up to three times the value of the overpayment), and
- I may be prosecuted and fined or imprisoned.

You have the right to review or dispute any decision to reduce or stop your benefit.

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 for Orphan's/Unsupported Child's Benefit

Office copy

By signing this application form, you agree to meet your obligations and conditions of grant

Applicant

I have completed all the questions or they have been completed for me in this Orphan's/Unsupported Child's Benefit Application.

The information I have given is true and complete.

The conditions for receiving this assistance have been explained to me and I understand these conditions.

I have read (or had explained to me) and understood the Privacy Statement contained in this application form

Applicant's name (print)

Applicant's signature

Date

Day	Month	Year

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.

If someone has completed the application form for you please get them to complete the Helper's statement below.

Please use the Checklist (page 3) to help you make sure you bring all the documents you need to your meeting with us.

Helper's statement

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

What is your full name?

First and middle names

Surname or family name

What are your contact details?

Address

Phone

Tick the box for the statement that applies

- I completed this application form at the request of the person applying for Orphan's/Unsupported Child's Benefit. 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

Day	Month	Year

Signature page for Orphan's/Unsupported Child's Benefit

Applicant's copy

By signing this application form, you agree to meet your obligations.

Applicant

I have completed all the questions or they have been completed for me in this Orphan's/Unsupported Child's Benefit Application.

The information I have given is true and complete.

I have read (or had explained to me) and understood the conditions for receiving this assistance have been explained to me and I understand these conditions.

I have read (or had explained to me) and understood the Privacy Statement contained in this application form

Applicant's name (print)

Applicant's signature

Date

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

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.

Please use the Checklist (page 3) to help you make sure you bring all the documents you need to your meeting with us.

RELEASED UNDER THE ACT
OFFICIAL INFORMATION ACT