

Home Help timesheet



Work and Income
Te Hiranga Tangata

A service of the Ministry of Social Development

You can use this timesheet to record information about the work you have done for a person who has had Home Help approved by the Ministry of Social Development.

Once completed, both the home helper and the person needing Home Help need to sign the form and return it to Work and Income.

Details of the person needing home help

The person needing home help should complete this section.

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 your Community Services Card if you have one.

Client number

 | |

1 What is your full name?

First and middle name

Surname or family name

2 What date were you born?

Day Month Year

3 Where do you live?

Flat/House number Street Name

Suburb

Town/City

HOW TO ANSWER Q4:
Please only give us contact details you would like us to use.

4 How else can we contact you?

Tick the best way for us to contact you

Home phone	()	
Mobile phone	()	
Email		

Home helper's details

The home helper must complete this section.

Client number

 | |

5 What is your full name?

First and middle name

Surname or family name

6 Where do you live?

Flat/House number Street Name

Suburb

Town/City

HOW TO ANSWER Q7:
Please only give us contact details you would like us to use.

7

How else can we contact you?

Tick the best way for us to first contact you

Home phone	()	
Mobile phone	()	
Email		

Work time

8

What period is this timesheet for?

From				To			
Day	Month	Year		Day	Month	Year	

9

What was the total number of hours you worked for this period?

10

What was your hourly rate (before tax)?

Travel information

11

Did you have any travel costs to or from this work?

No [Go to question 13](#) Yes [Please provide details below](#)

12

What type of cost did you have?

Public transport or Taxi [How much did it cost?](#)

Private car [What is the total distance travelled?](#)

Bank details

13

What bank account do you want payments made to?

The bank account number you already have for me [Go to the Declaration](#)

The following bank account number

The account is in the name of:

The account number is:

Bank	Branch	Account number	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ATTACHMENT FOR Q13:

You may need to provide proof of your bank account details, such as a bank statement or deposit slip.

Declaration

The information I have provided on the form is true and complete

Person needing home help's name (print)

Person needing home help's signature

Date

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

Home helper's name (print)

Home helper's signature

Date

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

If you get financial assistance from us, remember to declare your income.
You can do this online at my.msd.govt.nz or call us on **0800 559 009**.