

Retailer/Supplier/Payee change of details



MINISTRY OF SOCIAL
DEVELOPMENT
TE MANATŪ WHAKAHIATO ORA

If you receive money from the Ministry of Social Development that relates to a client and you need to update your details with us, you'll need to complete this form.

- **Retailers or suppliers** of goods and/or services are usually businesses, landlords or accommodation providers
- **Payees** are people or organisations approved to receive part or all of a client's payments.

Details about you or your business

1

What is your registration number with us?

Registration number

C	U	R													
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2

Are you filling in this form as an individual or on behalf of a business?

☐

An individual

[Go to question 6](#)

☐

On behalf of a business

3

What name do we currently hold for your business

4

Has the name of your business changed?

☐

No

[Go to question 7](#)

☐

Yes



[What is your new business' name?](#)

5

What is your new business' trading name (if different from above)

6

What is your full name?

First and middle names

Surname or family name

7

What GST or IRD number do we hold?

GST number

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

IRD number

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8 **INFORMATION FOR Q8:**
You **must** provide a GST or IRD number.

8

Is this number changing?

☐ No

☐ Yes

↓ **What are the GST and IRD numbers?**

GST number

IRD number

9

Does your business mainly provide accommodation?

☐ No

Go to question 12

☐ Yes

10 **INFORMATION FOR Q10:**
You need to provide proof that you're authorised to act on the property owner's behalf.

10

Please tick which applies for your accommodation

☐ I'm the main tenant of a property I rent

☐ I own the property

☐ A family trust owns the property

☐ Someone else owns the property and I'm authorised to act on their behalf

☐ I provide temporary commercial or community based accommodation

11 **INFORMATION FOR Q11:**
Temporary commercial and community based accommodation may be suppliers of emergency housing.

11

Do you want to register this accommodation as emergency housing?

☐ No

☐ Yes

Go to question 13

12 **INFORMATION FOR Q12:**
You need to provide proof that you're authorised to act on the property owner's behalf.

12

What type of goods or services do you mainly provide?

☐ Food

☐ Fuel

☐ Car repairs

☐ Furniture

☐ Clothing

☐ Dental Treatment

☐ Medical treatment

☐ Optometry

☐ Other

↓ **What do you mainly provide?**

13 **INFORMATION FOR 13 AND 14:**
Some people have part of their benefit payments loaded onto a payment card so they can buy essential items.
Go to **workandincome.govt.nz/manage_supplierdetails** for more information.

13

Do you want to accept the Youth Service payment card?

☐ No

☐ Yes

☐ I already accept this card

14

Do you want to accept the Money Management payment card?

☐ No

☐ Yes

☐ I already accept this card

EFTPOS details

15

Does your business use EFTPOS?

☐ No

Go to question 18

☐ Yes

16

Have you changed your Merchant ID number or EFTPOS provider?

☐ No

Go to question 18

☐ Yes

ATTACHMENT FOR Q17:
You must attach your merchant logon receipt.

17

Which EFTPOS provider do you use?

☐ EFTPOS New Zealand or Verifone



What is your Merchant ID Number? (the first eight digits of the terminal ID from your merchant logon receipt)

☐ Paymark or ETSL



What is your Merchant ID Number? (the first six digits of the terminal ID from your merchant logon receipt)

Bank details

18

Have your bank details changed?

☐ No

[Go to question 20](#)

☐ Yes

ATTACHMENT FOR Q19:
You need to provide proof of your bank account details, such as a bank statement or deposit slip.

19

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

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

Contact details

20

Have your address details changed?

☐ No

[Go to question 23](#)

☐ Yes

HOW TO ANSWER Q21:
If you live overseas you must provide a contact address in New Zealand for Question 22.

21

What is your street address?

Flat/House number Street name

Suburb

Town/City

Country

22

Is your mailing address different from where you live?

☐ No

☐ Yes



If yes, tell us your mailing address

23

What are your or the authorised contact person's details?

Contact person's first name

Contact person's surname or family name

Tick the best way for us to contact you first

Phone	()	
Mobile phone	()	
Email	()	

Declaration and signature

The information I have provided on this form is true and complete.

Name (print)

Signature

Day

Month

Year

Checklist

To prevent a delay with payment, please provide all the documents we need:

- ☐ Merchant logon receipt if you provide EFTPOS and your details have changed.
- ☐ Proof of your bank account number and account holder details if they're different from what we already hold.