

Online payment schedule email request form



MINISTRY OF SOCIAL
DEVELOPMENT
TE MANATŪ WHAKAHIATO ORA

If you're a childcare centre or OSCAR provider, you can use this form to **add, change** or **cancel** the email address you receive payment schedules to each week.

- **Add** – means you're asking to receive your payment schedules by email
- **Change** – means we'll send schedules to a new email address you provide
- **Cancel** – means we'll stop sending schedules by email and instead you'll get them by post.

If you run more than one centre or programme, you'll need to complete a separate form for each.

Tell us your request

1

What do you want to do?

☐ Add an email address ☐ Change an email address ☐ Cancel an email address

HOW TO ANSWER Q2:

This needs to match the name on the first page of your hardcopy payment schedule.

2

What is the programme/centre's name?

3

What is the programme/centre's email address?

HOW TO ANSWER Q4:

This is on the second page top right-hand corner of your hardcopy payment schedule.

4

What is the programme/centre's social welfare number?

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INFORMATION FOR Q5:

We can only hold one email address for payment schedules in our records.

5

If you're changing email address, what is the new email address?

Declaration

☐ I am authorised by this childcare centre or OSCAR provider to complete this form.

☐ The information I have provided is true and complete.

Your name

Day Month Year

Business address

Business postal address

Phone

Mobile phone

Email

Once completed, **save** this form then **email** it to **childcareproviders@msd.govt.nz**