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**

What is your full name?

First and middle name: ____________________________  Surname or family name: ____________________________

What date were you born?

Day: ______  Month: ______  Year: ______

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.

**How else can we contact you?**

<table>
<thead>
<tr>
<th>Home phone</th>
<th>(   )</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile phone</td>
<td>(   )</td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

Home helper’s details

The home helper must complete this section.

**Client number**

What is your full name?

First and middle name: ____________________________  Surname or family name: ____________________________

Where do you live?

Flat/House number: ____________________________  Street Name: ____________________________

Suburb: ____________________________  Town/City: ____________________________
**How else can we contact you?**

<table>
<thead>
<tr>
<th>Contact Method</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home phone</td>
<td>(   )</td>
</tr>
<tr>
<td>Mobile phone</td>
<td>(   )</td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

Tick the best way for us to first contact you.

**Work time**

**What period is this timesheet for?**

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day</td>
<td>Month</td>
</tr>
<tr>
<td></td>
<td>Day</td>
</tr>
</tbody>
</table>

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

**What was your hourly rate (before tax)?**

$  

**Travel information**

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

- No
- Yes

**What type of cost did you have?**

- Public transport or Taxi
- Private car

**How much did it cost?**

$  

**What is the total distance travelled?**

km  

**Bank details**

**ATTACHMENT FOR Q13:** You may need to provide proof of your bank account details, such as a bank statement or deposit slip.

**What bank account do you want payments made to?**

- The bank account number you already have for me
- The following bank account number

The account is in the name of:

<table>
<thead>
<tr>
<th>Bank</th>
<th>Branch</th>
<th>Account number</th>
<th>Suffix</th>
</tr>
</thead>
</table>

**Declaration**

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

<table>
<thead>
<tr>
<th>Person needing home help’s name (print)</th>
<th>Person needing home help’s signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Day</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home helper’s name (print)</th>
<th>Home helper’s signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Day</td>
</tr>
</tbody>
</table>

If you get financial assistance from us, remember to declare your income. You can do this online at [my.msd.govt.nz](http://my.msd.govt.nz) or call us on 0800 559 009.