

# Including a partner form

If you get a benefit from Work and Income and now have a partner, your partner will need to be included in your benefit and may get payments as well.

If you and your partner are both under 20 years old and you have dependent children, you may qualify for Young Parent Payment. Please talk to us about this.

## What you need to do

### Before your partner can be included in your benefit:

- you need to answer some questions (pages 3 to 5)
- your partner will need to answer questions in the Partner form (pages 7 to 14)
- you will both need to read and complete the obligations and privacy section (pages 15 to 19)
- you will both need to sign the form (pages 21 and 23).

### You will need to bring proof of who you are.

Please bring some identification that you have given us before, such as a driver licence or passport, or bring your Community Services Card.

## What your partner needs to bring

### 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).

**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 and your partner need to bring in the table over the page.**

**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.

## Other things you need to bring

Depending on your answers you both may also need to bring these other documents.	For you	For your partner (if you have one)
Proof of your assets and their value.	<input type="checkbox"/>	<input type="checkbox"/>
Proof of payments, if you receive a benefit, allowance or pension from overseas.	<input type="checkbox"/>	<input type="checkbox"/>
Full birth certificates for each dependent child in your care.	<input type="checkbox"/>	<input type="checkbox"/>
Your marriage or civil union certificate, for your 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).	<input type="checkbox"/>	<input type="checkbox"/>
Trust documents, if you are involved in a trust (for example, trust deed, deed of debt, gift statements, accounts).	<input type="checkbox"/>	<input type="checkbox"/>

### You must give us all the information we need.

If you do not 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, we may impose a penalty, and you could be prosecuted.**

# Including a partner applicant form



Work and Income  
Te Hiranga Tangata

A service of the Ministry of Social Development

Please answer questions 1 to 13 to have your partner included in your benefit.

## Tell us about yourself

Write your client number here. This number can be found on your Community Services Card.

Client number

### Tell us your details

1

#### What is your full name?

First and middle names

Surname or family name

2

#### What date were you born?

Day Month Year

### Tell us how we can contact you

3

#### Where do you live?

Flat/House number Street name

Suburb

Town/City

4

#### Is your mailing address different from where you live?

No

Yes



Tell us your mailing address

  

5

#### How else can we contact you?

Tick the best way for us to first contact you

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

6

#### Do you agree to get emails from us?

No

Yes



Tell us your email address

I don't have an email address

**HOW TO ANSWER Q3:**  
If you live in a rural area, flat/house number could include your RAPID number, fire number, emergency services number.

**HOW TO ANSWER Q4:**  
Mailing address can include a postal box (PO Box), rural delivery details, or C/O address.

**HOW TO ANSWER Q5:**  
Please only give us contact details you would like us to use.

# Tell us about the people in your household

## Tell us about your partner

7

What is your partner's full name?

8

What is your partner's date of birth?

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



### ATTACHMENT FOR Q9:

Bring your marriage or civil union certificate for your current relationship.

9

What is your relationship status with your partner?



**Tick one of the following boxes**

Married

In a civil union

In a relationship

10

What date did your relationship start?

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

## Tell us about your dependent children

11

Do you have dependent children in your care?

No

**Go to page 7**

Yes



**Please provide details below**

### Child 1

Full name

Date of birth

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

Relationship to you

Parent 1: Full name

Parent 2: Full name

### Child 2

Full name

Date of birth

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

Relationship to you

Parent 1: Full name

Parent 2: Full name



### HOW TO ANSWER Q11:

Please give the names of children you support financially and who live with you as a member of your family, including:

- your own children
- adopted children
- stepchildren
- children at boarding school
- grandchildren / mokopuna.

The child's name should be the same as on the child's birth certificate.

Tell us the names of all parents of each child.



### ATTACHMENT FOR Q11:

Bring the birth certificate for each dependent child.

**Child 3**

Full name

Date of birth

Day Month Year

Relationship to you

Parent 1: Full name

Parent 2: Full name

**Child 4**

Full name

Date of birth

Day Month Year

Relationship to you

Parent 1: Full name

Parent 2: Full name

If you need to include more than four children in your application, please write these details about each one on a separate sheet of paper, and bring them with this application form.

**12****Do you have a shared custody arrangement for any of your dependent children?**

No

Yes

**Please list the details below**

Name of child	Hours a week in your care	Name of person you have shared custody with
<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"/>

**INFORMATION FOR Q13:**

Working for Families tax credits are payments to families with children to help with day-to-day living costs. People getting a benefit who have dependent children generally qualify.

**13****If you qualify for Working for Families tax credits do you want them paid with your benefit?**

No

Yes

If you tick 'Yes', we will tell Inland Revenue for you – so you do not need to.



# Including a partner partner form



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This form should be completed by the partner being included in the benefit.

## Tell us about yourself

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

 |  | 

### Tell us the names you have been known by

**ATTACHMENT FOR Q1:**  
Bring proof of who you are. What you need to bring is explained on page 1.

**HOW TO ANSWER Q3:**  
For example, have you had married names, English names, changes by deed poll, or aliases?

**ATTACHMENT FOR Q3:**  
Bring your marriage certificate, deed poll, or other proof of any name change.

#### 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

#### 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?

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

6

Are you:

Male  Female

7

What is your Inland Revenue tax number?

<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"/>
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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				
<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"/>

## Tell us how we can contact you

9

Where do you live?

Flat/House number Street name

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

Town/City

10

Is your mailing address different from where you live?

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

11

How else can we contact you?

Tick the best way for us to first contact you

Home phone	( )	<input type="checkbox"/>
Mobile phone	( )	<input type="checkbox"/>
Other phone	( )	<input type="checkbox"/>

12

Do you agree to get emails from us?

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

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

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

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

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

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



## Tell us your ethnicity

13

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**     Do not want to answer

**INFORMATION FOR Q13:**  
We collect this information for statistics we use in research and future development work.

## Tell us about your residence status

14

Do you usually live in New Zealand?

No     Yes

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?**

**HOW TO ANSWER Q14:**  
This means you consider New Zealand your home, you are a legal resident, you usually live here and you intend to stay.

**ATTACHMENT FOR Q14:**  
If you answered 'No' you will need to provide proof of your assets and their value (page 14).

16

When did you arrive in New Zealand?

Day    Month    Year

17

What country were you born in?

18

Have you lived in New Zealand continuously for at least two years since you became a New Zealand citizen or permanent resident?

No     Yes

**HOW TO ANSWER Q18:**  
Please answer even if you are a New Zealand citizen by birth.

## Tell us if you have lived or worked overseas

19

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

 No

**Go to question 22**

 Yes

**↓ Please list details below**

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

#### INFORMATION FOR Q19:

Periods of overseas residence may:

- affect entitlement to some benefits
- mean you are eligible for an overseas benefit or pension.

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

#### HOW TO ANSWER Q19:

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.

20

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

 No

**Go to question 22**

 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 Q21:

You will need to show us proof of these payments, such as a pension certificate.

21

### If you ticked 'Yes' for question 20, 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 whether you are a veteran

22

### Have you served with the New Zealand Armed Forces?

 No

 Yes

If you have 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)**).

# Tell us about your work

## Tell us about your current work

By 'work' we mean any employment for which you get paid or get other advantages for, such as free or subsidised board, payments in kind, or drawings from a business.

23

### Are you working?

No

**Go to question 28**

Yes

**HOW TO ANSWER Q24:**

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

24

### What type of work do you do?

Full-time

Part-time

Casual

Seasonal

Self-employed

Voluntary

**INFORMATION FOR Q24:**

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

25

### Who are you working for?

Employer's name

Employer's contact details

Address		
Phone number	(    )	Fax (    )
Email		

**HOW TO ANSWER Q26:**

Include the amount you are 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).

26

### 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 Q27:**

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

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

27

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

No

**Go to question 28**

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 income and assets

## Tell us about income in the last 52 weeks?

28

### Did you 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  Jointly with partner
- Farm or business income  No  Yes  Jointly with partner
- Payments from self employment or contract work  No  Yes  Jointly with partner
- Interest from savings, investments, or bonds  No  Yes  Jointly with partner
- Dividends from shares, unit trusts, or managed funds  No  Yes  Jointly with partner
- Income from rents  No  Yes  Jointly with partner
- Payments from boarders or flatmates  No  Yes  Jointly with partner
- 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)  No  Yes
- Income from an estate, if you have inherited money  No  Yes  Jointly with partner
- Income from trusts  No  Yes  Jointly with partner
- Other  No  Yes  Jointly with partner

**ATTACHMENT FOR Q28:**  
Bring a copy of your business accounts.

**INFORMATION FOR Q28:**  
In this application form, 'partner' means the person you are married to or in a civil union or relationship with, not a business partner.

29

### Did you answer 'Yes' or 'Jointly with partner' to any of the sources of income listed in question 28?

No  Yes

**↓ Tell us the total before-tax amounts, for the last 52 weeks**

Where did the income come from?	Payment made to?	
	You	Jointly with partner
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$

**ATTACHMENT FOR Q29:**  
You need to show us proof of income you have received in the last 52 weeks.

**HOW TO ANSWER Q30:**

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

**30**

**Did you 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 Q31:**

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 12.

**31**

**Do you 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	Jointly with partner	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	

**Are you involved in a trust?**

**32**

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

'Involved' means one or more of the following:

- you have set up a trust, usually by making a gift of assets or property
- you have transferred assets to a trust
- you make decisions about managing a trust
- you benefit from a trust, for example, by receiving income such as trust distributions.

No  Yes



**Please write the name of the trust**

Name of trust

**ATTACHMENT FOR Q32:**

You will need to show us trust documents; such as the trust deed, deed of debt, gift statements, accounts.

## Tell us about your assets



### ATTACHMENT FOR Q33:

You may be asked to provide proof of your assets and their value.



### HOW TO ANSWER Q35:

Examples of property you do not live in include, land, holiday homes, bach/crib, investment properties.



### ATTACHMENT FOR Q36:

You may be asked to provide proof of these details.

33

### 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

34

### If you answered 'yes' to any of the assets listed above, please write the details below.

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

35

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

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

36

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

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

# Including a partner obligations and privacy form



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Te Hiranga Tangata

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## Both the applicant and partner need to read this section.

This part of the form:

- lists the change of circumstances obligations for the client
- lists the full obligations for the partner
- explains what will happen if obligations are not met
- explains how we protect the information given to us, and what we can do with it.

Clients including their partners will be aware of their full obligations, which have not changed.

## Obligations

Applies to:

These are what you have to do to receive payments from Work and Income. If you are a partner you have full-time work obligations if you are:

- 18 or over and have no dependent children, or
- 20 or over and have no dependent children under 14 years old (including any child you get Orphan's Benefit or Unsupported Child's Benefit for).

People in other situations may have part-time work obligations, work preparation obligations, or youth activity obligations, depending on their circumstances. These obligations are explained in the following sections.

Please read all the obligations in each section because they could apply to you if your circumstances change.

## 1. Change of circumstances

Client and partner

**I must tell Work and Income or my Contracted Service Provider (where I have one assigned to me) immediately if either my partner or I:**

- have a change in work situation (such as starting part-time, casual or full-time work, whether paid or unpaid)
- become self-employed/start to run a business
- have changes to my/our income or financial circumstances
- intend to travel overseas
- start/finish part-time or full-time study
- have changes to personal details (such as name, address, contact details or bank account number)
- have changes to my/our living situation (such as marriage or separation, starting or ending a civil union, starting or ending a de facto relationship with someone of the same or opposite sex, change in the number of children supported, change in accommodation costs)
- are imprisoned/held in custody on remand
- are admitted to or discharged from hospital
- have been granted an overseas pension
- have any other change that may affect my/our benefit entitlement or rate.

## 2. Full-time work obligations

Partner

**I understand that while I'm getting this benefit, I have the following full-time work obligations:**

- be available for and take reasonable steps to get a suitable job
- take any offer of suitable full-time, part-time or temporary work, or work that is seasonal or subsidised
- attend and take part in any suitable job interviews Work and Income ask me to
- take and pass any drug test potential employers or training providers require
- attend and take part in interviews with Work and Income as required
- work with Work and Income to plan how I'll find a suitable job
- take part in any other activities that Work and Income refer me to, such as attend any job training courses, seminars, work experience or work assessments (including rehabilitation, but not medical treatment) that will improve my work readiness or help me get work
- let Work and Income know how I'm meeting my work obligations as often as Work and Income reasonably requires.

Full-time means you'll generally be expected to look for work of at least 30 hours a week.

### 3. Part-time work obligations

**I understand that if I am 20 years or older and my youngest child (including any child I get Orphan's or Unsupported Child's Benefit for) is aged between three and 13 years, I'll have the following part-time work obligations:**

- be available for and take reasonable steps to get a suitable part-time job
- take any offer of suitable part-time or temporary work, or work that is seasonal or subsidised
- attend and take part in any suitable job interviews Work and Income ask me to
- take and pass any drug test potential employers or training providers require
- attend and take part in interviews with Work and Income as required
- work with Work and Income to plan how I'll find a suitable job
- take part in any other activities that Work and Income refer me to, such as attend any job training courses, seminars, work experience or work assessments (including rehabilitation, but not medical treatment) that will improve my work readiness or help me get work
- let Work and Income know how I'm meeting my work obligations as often as Work and Income reasonably requires.

**Partner**

Part-time means you'll generally be expected to look for work of at least 20 hours a week.

### 4. Work preparation obligations

**I understand that if I am 20 years or older and my youngest child (including any child I get Orphan's or Unsupported Child's Benefit for) is under three years of age, I'll have the following work preparation obligations:**

- take reasonable steps to prepare and plan for work
- attend and take part in work preparation interviews, where Work and Income ask me to
- attend and take part in work related activities or programmes such as a work assessment, a programme or seminar to increase particular skills or enhance motivation where Work and Income ask me to
- attend and take part in any other activity that Work and Income require me to (including rehabilitation but not medical treatment, voluntary work or activity in the community).

**Partner**

### 5. Work ability assessment

**Where I've been asked to I'll have an obligation to attend and participate in a work ability assessment.**

**Partner**

### 6. Working with a Contracted Service Provider

**Where I've been asked to work with a Contracted Service Provider I'll have an obligation to co-operate with them and to:**

- attend and participate in any interview with them
- report to them on how I'm meeting my obligations
- complete assessments with them.

**Partner**

### 7. Obligations for parents and caregivers with dependent children

**I understand that while I'm getting this benefit I'll be expected to take reasonable steps to meet social obligations as a parent or a caregiver. These are to ensure my dependent children (including any child I get Orphan's or Unsupported Child's Benefit for) are:**

- enrolled with a general practitioner (GP) or a medical practice that is part of a Primary Health Organisation (PHO)
- enrolled in and attending one of the following from the age of three until they start school:
  - an approved early childhood education programme or
  - Te Aho o Te Kura Pounamu – The Correspondence School or
  - another approved parenting and early childhood home education programme
- up to date with core Well Child/Tamariki Ora checks if aged under five
- enrolled in and attending school from the age of five or six (depending on when they start school).

I understand that I may be required to meet with Work and Income to discuss how I'm meeting my obligations as a parent or a caregiver.

**Partner**



## 8. Youth activity obligations

Partner

**I understand that if I am aged 16-17 years without children and I am a partner of a main beneficiary I will have the following activity obligations:**

- be enrolled in and attending, or be available for a full-time course of secondary school or tertiary education or approved training or work-based learning leading to:
  - NCEA Level 2 or
  - an equivalent qualification or
  - a higher qualification
- when asked, participate in and complete an approved budgeting programme
- when asked, report to Work and Income or my Youth Service Provider (where I have one assigned to me) on how I am meeting my activity obligations
- when asked, attend and participate in regular budgeting discussions with Work and Income or my Youth Service Provider (where I have one assigned to me)
- when asked, attend and participate in any interview with Work and Income or my Youth Service Provider (where I have one assigned to me)
- when asked, provide within 20 working days, Work and Income or my Youth Service provider (where I have one assigned to me) with details of my accommodation costs and service costs such as electricity and telephone, lawful debts and liabilities
- co-operate with Work and Income or my Youth Service provider to manage the spending of my benefit, and:
  - attend and be involved in regular budgeting discussions with Work and Income or my Youth Service provider
  - at these discussions or when asked, provide details on:
    - > accommodation costs and service costs such as electricity and telephone
    - > lawful debts and liabilities
    - > how I spend any in-hand allowance and money credited to my payment card or any other device.

**I also understand when I turn 18 the above obligations may continue to apply depending on my circumstances.**

**I understand that if I am aged 16-19 years, I am a partner of a main beneficiary and have one or more dependent children, I will have the following activity obligations:**

- when asked, participate in and complete an approved budgeting programme
- when asked, participate in an approved parenting education programme
- enrol my children:
  - with a Primary Health Organisation, where local provider capacity allows
  - under the age of five years, with a WellChild/Tamariki Ora provider and keep up to date with their visits
- ensure my children are attending an Early Childhood Education Programme or other suitable childcare, while I am participating in education, training, work-based learning or part-time work
- when asked and in the manner reasonably required, report to Work and Income or my Youth Service Provider (where I have one assigned to me) on how I am meeting my obligations
- when asked, attend and participate in regular budgeting discussions with Work and Income or my Youth Service Provider (where I have one assigned to me)
- when asked, attend and participate in any interview with Work and Income or my Youth Service Provider (where I have one assigned to me).

**I understand that when my youngest dependent child is 12 months of age or over (or is over six months of age and a suitable place becomes available in a Teen Parent Unit) and there are no special circumstances, or I am not the primary caregiver, I will also have the following activity obligations:**

- be enrolled in and satisfactorily undertaking, or be available for a full-time course of secondary school or tertiary education or approved training or work-based learning leading to:
  - NCEA Level 2 or
  - an equivalent qualification or
  - a higher qualification.
- when asked, provide within 20 working days, Work and Income or my Youth Service provider (where I have one assigned to me) with details of my accommodation costs and service costs such as electricity and telephone, lawful debts and liabilities
- co-operate with Work and Income or my Youth Service provider to manage the spending of my benefit, and:
  - attend and be involved in regular budgeting discussions with Work and Income or my Youth Service provider
  - at these discussions or when asked, provide details on:
    - > accommodation costs and service costs such as electricity and telephone
    - > lawful debts and liabilities
    - > how I spend any in-hand allowance and money credited to my payment card or any other device

**I also understand when I turn 20 the above obligations may continue to apply depending on my circumstances.**

## 9. Temporary Additional Support

Client and partner

I understand that if I receive Temporary Additional Support, my partner and I must take all necessary steps to get other assistance towards costs and take reasonable steps to increase my income and reduce costs where possible.

# What happens if you do not meet your obligations

## Not telling us about changes in your circumstances

I understand that if I do not tell Work and Income about changes in my life that might affect my benefit entitlement, or rate, 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) or
- I may be prosecuted and fined and/or imprisoned.

## Not meeting obligations that apply to your situation

I understand that I must meet these obligations and that:

- The first and second time I don't meet my obligations, without a good and sufficient reason, my benefit will be reduced by 50% or stopped. I understand that my benefit will increase or restart if I undertake the activity I failed to do.
- The third time I don't meet my obligations, without a good and sufficient reason, my benefit will be reduced by 50% or stopped, for 13 weeks. If my benefit has been reduced or stopped, and I agree to take part in an approved activity for at least six weeks and I'm still entitled to my benefit, it will be increased or restarted.
- When my benefit is reduced or stopped this may affect my entitlement to any incentive payments or supplementary assistance I am receiving.
- If I act in a way that is inconsistent with the purpose for which any incentive payment is paid, the incentive payment may be cancelled.
- If my benefit is stopped and restarted again, I may have to re-earn my incentive payments.

## Not meeting obligations that apply to your situation if you are subject to money-management

I understand that I must meet these obligations and that:

- The first and second time I don't meet my obligations, without a good and sufficient reason, my in-hand allowance will be stopped. I understand that my benefit will increase or restart if I undertake the activity I failed to do.
- The third time I don't meet my obligations, without a good and sufficient reason, my benefit will be reduced by 50% or stopped, for 13 weeks. If my benefit has been reduced or stopped, and I agree to take part in an approved activity for at least six weeks and I'm still entitled to my benefit, it will be increased or restarted.
- When my benefit is reduced or stopped this may affect my entitlement to any incentive payments or supplementary assistance I am receiving.
- If I act in a way that is inconsistent with the purpose for which any incentive payment is paid, the incentive payment may be cancelled.
- If my benefit is stopped and restarted again, I may have to re-earn my incentive payments.

## Not meeting your obligation to take any offer of suitable work

I understand that if I fail my work obligation to take any offer of suitable work, including temporary work, or work that is seasonal or subsidised, without a good and sufficient reason, that my benefit will be reduced by 50% or stopped, for 13 weeks. If my benefit has been reduced or stopped, and I agree to take part in an approved activity for at least six weeks and I'm still entitled to my benefit, it will be increased or restarted.

## Not meeting your obligations to take and pass drug tests

I understand that if I fail my work obligation to take and pass a drug test when required by a potential employer or training provider, without a good and sufficient reason, that:

- the first time I do this, I will have to agree to stop using drugs so that I can pass a drug test
- the second time I do this, I will have to agree to take and pass a drug test within 25 working days.

I understand that if I don't take and pass a drug test within 25 working days my benefit will be reduced by 50% or stopped, for 13 weeks. If my benefit has been reduced or stopped, and I agree to take part in an approved activity for at least six weeks and I'm still entitled to my benefit, it will be increased or restarted.

I understand that if I fail a pre-employment drug test with a potential employer I will need to pay for the test from my benefit.

I also understand that if I have to take and pass a drug test within 25 working days I will need to pay for the test.

**I understand that if I have failed other obligations in the last 12 months the consequences of a first or second failed drug test may be more serious than those described above.**

## Not telling us if you plan to travel overseas

I understand that if I intend to travel overseas and don't let Work and Income know before I leave New Zealand, my benefit will be stopped the day after I leave New Zealand.

**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 or your Contracted Service Provider<sup>1</sup> 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 and/or your Contracted Service Provider.

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 1964
- granting student loans and student allowances under the Education Act 1989
- delivering superannuation services under the New Zealand Superannuation and Retirement Income Act 2001 and the Veterans' Support Act 2014
- assessing eligibility for public housing and calculating income-related rents under the Housing Restructuring and Tenancy Matters Act 1992
- providing support and services for you and your family in relation to employment, education and housing
- assessing whether you and/or your partner (if you have one) may be entitled to an overseas pension, benefit or allowance.

MSD may also use the information for statistical and research purposes, and for providing advice to Government.

The Ministry of Social Development and your Contracted Service Provider will exchange information about you in order to provide you with your correct financial assistance and other services. Your Contracted Service Provider may collect information from other agencies where that information is relevant to the services that the Contracted Service Provider is providing you.

You are not required to give the Ministry of Social Development or your Contracted Service Provider information, but if you do not give them, or us, all the information we ask for, your application for benefits and other assistance may be declined.

<sup>1</sup> The term Contracted Service Provider has the meaning given by section 125A(1), Social Security Act 1964, and references to Contracted Service Provider in this privacy statement only apply where one has been assigned to you.

## 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<sup>2</sup> under the Housing Restructuring and Tenancy Matters Act 1992, including reviewing your eligibility for public housing or your income-related rent.

<sup>2</sup> 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 contact health providers

The Ministry of Social Development or your Contracted Service Provider may contact health providers to check any health related information you give us.

## We may compare the information you give us with information held by other agencies

The information you give us, or your Contracted Service Provider, may be compared with information held by other agencies such as Inland Revenue, the Ministry of Education, Ministry of Justice, New Zealand Defence Force, Department of Corrections, New Zealand Customs Service, Department of Internal Affairs, Accident Compensation Corporation, Housing New Zealand Corporation, Ministry of Health, Immigration New Zealand, New Zealand Qualifications Authority, Tertiary Education Commission, Student Job Search and education providers. It may also be compared with social security information (for example, pension or benefit information) held by other governments (including Australia, the Netherlands and Malta).

## We may share information with Inland Revenue

Under the Tax Administration Act 1994, if you have dependent children, the information you give us, or your Contracted Service Provider, 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, Ministry of Justice, Accident Compensation Corporation, and Ministry of Education
- disclose your personal information to your partner.

## We may give information to employers, childcare providers, service providers and public housing providers

The Ministry of Social Development or your Contracted Service Provider may:

- give employers (and recruitment agencies, immigration advisors and immigration consultants acting on behalf of employers) information about you to find you employment and contact the employer to discuss the result of any job interview that you are referred to
- share information with childcare centres to administer your entitlement to childcare assistance
- give information about you to the Tertiary Education Commission, Workbridge, training providers, education providers, career services or other agencies that have a formal agreement to provide services on behalf of the Ministry of Social Development
- share information about you with public housing providers (such as Housing New Zealand Corporation) to administer your housing-related assistance.

## We may use your information to give you a better service

Other information you give us or your Contracted Service Provider (for example, on your skills, aspirations, family circumstances) that is not required to assess your entitlement to a benefit may be used by us or your Contracted Service Provider to provide a better service to you.

## You have the right to see your information and ask for it to be corrected

Under the Privacy Act 1993 you have the right to ask to see all information we, or your Contracted Service Provider, hold about you and to ask them, or us, to correct that information.



# Signature page

## Client's copy

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

### Applicant

- I have had the obligations explained to me, I understand these, and have been given a copy of these obligations.
- I have read (or had explained to me) and understood what will happen if I do not meet my obligations.
- I understand my responsibility to let Work and Income or my Contracted Service Provider (where I have one assigned to me) know about any changes in my circumstances and what will happen if I do not do this.
- I have read (or had explained to me) and understood the Privacy Statement contained in this form.
- The information I have provided is true and complete.

Client's name (print)

Client's signature

Date

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

## Partner's copy

### Partner

- I have had the obligations explained to me, I understand these, and have been given a copy of these obligations.
- I have read (or had explained to me) and understood what will happen if I do not meet my obligations.
- I understand my responsibility to let Work and Income or my Contracted Service Provider (where I have one assigned to me) know about any changes in my circumstances and what will happen if I do not do this.
- I have read (or had explained to me) and understood the Privacy Statement contained in this form.
- The information I have provided is true and complete.

Partner's name (print)

Partner'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, we may impose a penalty, and you could be prosecuted.**

**Please use the “What to Bring” checklists on pages 1 and 2 to help you make sure you bring all the documents you need to your meeting with us.**

**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, we may impose a penalty, and you could be prosecuted.**

**Please use the checklists on pages 1 and 2 to help you make sure you bring all the documents you need to your meeting with us.**

# Signature page

## Office copy

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

### Client

- I have had the obligations explained to me, I understand these, and have been given a copy of these obligations.
- I have read (or had explained to me) and understood what will happen if I do not meet my obligations.
- I understand my responsibility to let Work and Income or my Contracted Service Provider (where I have one assigned to me) know about any changes in my circumstances and what will happen if I do not do this.
- I have read (or had explained to me) and understood the Privacy Statement contained in this form.
- The information I have provided is true and complete.

Client's name (print)

Client's signature

Date

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

### Partner

- I have had the obligations explained to me, I understand these, and have been given a copy of these obligations.
- I have read (or had explained to me) and understood what will happen if I do not meet my obligations.
- I understand my responsibility to let Work and Income or my Contracted Service Provider (where I have one assigned to me) know about any changes in my circumstances and what will happen if I do not do this.
- I have read (or had explained to me) and understood the Privacy Statement contained in this form.
- The information I have provided is true and complete.

Partner's name (print)

Partner'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, we may impose a penalty, and you could be prosecuted.**

