

Online payment schedule email request form



Work and Income
Te Hirainga Tangata

A service of the Ministry of Social Development

If you are a childcare centre or OSCAR provider, you can use this form to **add, change** or **cancel** your email address for receiving payment schedules each week.

- **Add** – means you are asking to receive your payment schedules by email
- **Change** – means we will send schedules to a new email address you provide
- **Cancel** – means we will stop sending you schedules by email and instead you will 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

2

What is the programme/centre's name?

3

What is the programme/centre's email address?

4

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

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5

If you are changing email address, what is the new email address?

HOW TO ANSWER Q2:
This needs to match the name on the first page of your hardcopy payment schedule.

HOW TO ANSWER Q4:
This is on the second page top right-hand corner of your hardcopy payment schedule.

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

Date

Day Month Year

Business address

Business postal address

Phone

()

Mobile phone

()

Email

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