

Retailer/Supplier/Payee change of details



Work and Income
Te Hiranga Tangata

A service of the Ministry of Social Development

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

2

What is your full name?

First and middle names

Surname or family name

3

What name do we currently hold for your business?

I don't have a business

Go to question 6

4

Has the name of your business changed?

No

Go to question 6

Yes



What is your new business' name?

5

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

Same as the business name in question 4

6

What GST or IRD number do we hold?

GST number

IR number

7

Is this number changing?

No [Go to question 8](#)

Yes [What are the GST and IR numbers?](#)

[GST number](#)

[IR number](#)

8

What type of goods or services do you mainly provide?

Food Fuel Other Accommodation

9

Do you want to accept the Youth Service payment card?

No Yes I already accept this card

INFORMATION FOR Q7:
You **must** provide a GST or IR number.

INFORMATION FOR Q9:
Young people aged 16 to 18 years old have some of their weekly benefit payment loaded onto a payment card so they can buy essential items.

EFTPOS details

10

Does your business use EFTPOS?

No [Go to question 13](#) Yes

11

Have you changed your Merchant ID number or EFTPOS provider?

No [Go to question 13](#) Yes

12

Which EFTPOS provider do you use?

EFTPOS New Zealand/ANZ [What is your Merchant ID Number? \(the first eight digits of the terminal ID from your merchant logon receipt\)](#)

Paymark [What is your Merchant ID Number? \(the first six digits of the terminal ID from your merchant logon receipt\)](#)

ATTACHMENT FOR Q12:
You must attach your merchant logon receipt.

Bank details

13

Have your bank details changed?

No [Go to question 15](#) Yes

14

What bank account do you want payments made to?

The account is in the name of:

The account number is:
Bank Branch Account number Suffix

ATTACHMENT FOR Q14:
You must attach proof from the bank of the account number and account holder details.

Contact details

15

Have your address details changed?

 No

[Go to question 19](#)

 Yes

17

What is your street address?

Number

Street name

Suburb

Town/City

② HOW TO ANSWER Q12:

If you live overseas you must provide a contact address in New Zealand for Question 12.

18

Is your mailing address different from your street address?

 No Yes

[Tell us the mailing address in New Zealand](#)

19

What are your or the contact person's details?

Contact person's name	<input type="text"/>
Phone number	(<input type="text"/>)
Mobile phone number	(<input type="text"/>)
Email address	<input type="text"/>

Declaration

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

Name (print)

Signature

Date

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 from the bank of your account number and account holder details if they are different from what we already hold