

Retailer/Supplier/Payee Details



Work and Income
Te Hiranga Tangata

A service of the Ministry of Social Development

If you are a retailer, supplier or payee expecting to receive money from the Ministry of Social Development that relates to a client, 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.

We collect information such as your or your business' name, contact and bank details. If any of these details change, you will need to let us know.

Details about you or your business

1

What is your full name?

First and middle names

Surname or family name

2

Do you receive a benefit?

Yes



What is your client number?

No

3

What is your business' name?

I don't have a business

Go to question 5

4

What is the trading name of your business (if different from above)?

Same as the business name in question 3

5

Do you have a GST number?

Yes



What is the GST number?

No



What is your IR number?

INFORMATION FOR Q5:
You **must** provide a GST or IR number.

INFORMATION FOR Q6:

You need to provide proof that you are authorised to act on the property owner's behalf.

6

What type of goods or services do you mainly provide?

Food Fuel Other

Accommodation **↓ Please tick which applies**

I am the main tenant of a property I rent

I own the property

A family trust owns the property

Someone else owns the property and I am authorised to act on their behalf.

INFORMATION FOR Q7:

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.

7

Do you want to accept the Youth Service payment card?

No Yes

EFTPOS details

8

Does your business use EFTPOS?

No **Go to question 10**

Yes

ATTACHMENT FOR Q9:

You must attach your merchant logon receipt.

9

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)**

Bank details

10

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

ATTACHMENT FOR Q10:

You must attach proof from the bank of the account number and account holder details.

Contact details

11

What is your street address?

Number

Street name

Suburb

Town/City

HOW TO ANSWER Q12:

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

12**Is your mailing address different from your street address?**

No

Yes

**Tell us the mailing address in New Zealand**

13**What are your or the contact person's details?**

Contact person's name	
Phone number	()
Mobile phone number	()
Email address	

Declaration

By signing this application you have read and understood the following statements.

- I/We understand this information is collected by the Ministry of Social Development and used for the purposes of the Ministry and that under the Privacy Act 1993 (which applies to individuals) I/we have the right to request access to all information the Ministry holds about me/us and to request correction to that information
- I/We understand that the Privacy Act 1993 applies to all information about Ministry clients referred to our business outlet and must be treated by me/us in accordance with that Act
- I/We understand that we and the Ministry are subject to the Official Information Act 1982 and therefore any information held by us in relation to this form is treated under that Act as held by the Ministry. Should I/we receive any request for information under that Act, I/we agree to forward that request to the Ministry immediately and to supply any such information requested by the Ministry to allow you to meet your obligations under that Act
- I/We agree not to disclose any information about this registration or relating to Ministry clients to any third party unless required to disclose that information by law
- I/We consent to any enquiries into our trading activities, or any other relevant information, as part of the process for making a decision about this registration (eg, contacting the EFTPOS provider to verify our Merchant ID, or the Ministry of Justice to verify any Secondhand Dealer or Pawnbroker's licence or certificate I/we may hold)
- I/We commit to acting respectfully and professionally towards all Ministry of Social Development clients referred to me/us, and commit to ensuring our staff also do the same
- I/We will ensure that Ministry clients know that I am/we are responsible for any fault with the product or service delivered, including standard warranty/guarantee conditions listed under the Consumer Guarantees Act 1993
- I/We understand that if the Ministry is redirecting money from a client's payment, the payment will only be made where the client's payment is sufficient to cover the redirection. The client or their agent may change the redirection at any time.
- I/We agree to advise the Ministry immediately of any changes to the details we have provided on this form.
- 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
- Proof from the bank of your account number and account holder details
- Proof that you own the property or are authorised to act for the owner if you are a landlord or accommodation provider.