Retailer/Supplier/Payee Details



If you're 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 need to let us know.

To prevent a delay with payment, please provide all the documents we need. These are noted in the margin.

Are you filling in this form as an individual or on behalf of a business? An individual On behalf of a business
What is your business' name?
What is the trading name of your business? The name I wrote in Question 2 Other Write the full name
What is your full name? First and middle names Surname or family name
Do you have a GST number? Yes

1) INFORMATION FOR Q7: You need to provide	Please tick which applies for your accommodation
proof that you're authorised to act on the	I'm the main tenant of a property I rent
property owner's behalf.	I own the property
	A family trust owns the property
	Someone else owns the property and I'm authorised to act on their behalf
	I provide temporary commercial or community based accommodation
① INFORMATION FOR Q8:	
Temporary commercial and community based	Do you want to register this accommodation as emergency housing? No Yes
accommodation may be suppliers of emergency	Go to question 10
housing.	do to question to
1) INFORMATION FOR Q9: You need to provide	What type of goods or services do you mainly provide?
proof that you're authorised to act on the	Food Fuel Car repairs
property owner's behalf.	Furniture Clothing Dental Treatment
① INFORMATION FOR Q10 AND 11:	Medical treatment Optometry Other What do you mainly provide?
Some people have part of their benefit	
payments loaded onto a payment card so	Do you want to accept the Youth Service payment card?
they can buy essential items.	No Yes
Go to workandincome.	
govt.nz/manage supplierdetails for	Do you want to accept the Money Management payment card?
more information.	No Yes
EFTPOS 12 details	Does your business use EFTPOS?
details	No Go to question 14
	Yes
ATTACHMENT FOR Q13: You must attach your	Which EFTPOS provider do you use?
merchant logon receipt.	EFTPOS New Zealand or Verifone What is your Merchant ID Number? (the first eight digits of the terminal ID from your merchant logon receipt)
	Paymark or ETSL What is your Merchant ID Number? (the first six digits of
	the terminal ID from your merchant logon receipt)
ATTACHMENT FOR Q14: You need to provide	What bank account would you want your payments to be paid into?
proof of your bank account details, such	The account is in the name of:
as a bank statement.	The construction of the co
	The account number is: Bank Branch Account number Suffix

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Tell us how 15	What is your stre	eet address?			
we can	Flat/House number	Street name			
contact you					
HOW TO ANSWER Q15:	Suburb		Town/City		
If you live overseas you					
must provide a contact					
address in New Zealand for Question 15.	Is your mailing a	ddress different	from where you live	e?	
			·		
	No Yes	If yes, tell	l us your mailing address		
HOW TO ANSWER Q17:	What are your o	the authorised	contact person's de	etails?	
Please only give us contact details you'd like	Contact person's first	name	Contact person'	s surname or far	nily name
us to use.					
					the best way for contact you first
	Phone	()			
	Mobile phone	()			
	Email	()			
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