If you want to use money on your Youth Service Payment Card to buy an essential item or service from somewhere that doesn’t accept the card, you need to use this form to apply for a balance transfer. Work and Income can either take money off your card and pay the supplier for you, or activate your card for a short time so you can use it at a particular place.

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

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 what you need

3. What item or service is the money for?

4. How much money do you need transferred?
   $

ATTACHMENT FOR Q5:
You may need to provide a quote for the item or service.

5. What is the supplier’s name?

Statement

I confirm that:

- I authorise Work and Income to withdraw money from my payment card to meet an essential cost.
- I understand that this will involve either;
  - paying a third party directly, or
  - allocating money on my payment card to purchase a particular item from a particular store.
- If money is allocated for use at a particular store I understand that I have three days to use it.
- The information I have provided is true and complete.

Applicant’s name (print)

Applicant’s signature

Date
   Day, Month, Year