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.

Details about you or your business	Are you filling in this form as an individual or on behalf of a business? An individual On behalf of a business
2	What is your business' name?
3	What is the trading name of your business? The name I wrote in Question 2
	Other Write the full name
4	What is your full name? First and middle names Surname or family name
	First and middle names Surname or family name
① INFORMATION FOR Q5: You <u>must</u> provide a GST or IRD number.	Do you have a GST number? Yes → What is the GST number? No → What is your IRD number?
1) INFORMATION FOR Q6: Young people aged 16 to 19 years old have some of their weekly benefit payment loaded onto a payment card so they can buy essential items.	Do you want to accept the Youth Service payment card? No Yes

7	Does your business mainly provide accommodation? No Go to question 10 Yes
INFORMATION FOR Q8: You need to provide proof that you're authorised to act on the property owner's behalf.	Please tick which applies for your accommodation I'm 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'm authorised to act on their behalf I provide temporary commercial or community based accommodation
1) INFORMATION FOR Q9: Temporary commercial and community based accommodation may be suppliers of emergency housing.	Do you want to register this accommodation as emergency housing? No Yes Go to question 11
10 INFORMATION FOR Q10: You need to provide proof that you're authorised to act on the property owner's behalf.	What type of goods or services do you mainly provide? Food Fuel Car repairs Furniture Clothing Dental Treatment Medical treatment Optometry Other What do you mainly provide?
EFTPOS 11 details	Does your business use EFTPOS? No Go to question 13 Yes
ATTACHMENT FOR Q12: You must attach your merchant logon receipt.	Which EFTPOS provider do you use? 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 Q13: You need to provide proof of your bank account details, such as a bank statement.	What bank account would you want your payments to be paid into? The account is in the name of: The account number is: Bank Branch Account number Suffix

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Tell us how we can contact you HOW TO ANSWER Q14: If you live overseas you must provide a contact	What is your str Flat/House number Suburb	Street nar		Tow	vn/City			
address in New Zealand for Question 15.	Is your mailing a				ere you live			
HOW TO ANSWER Q16: Please only give us contact details you'd like us to use.	What are your o		horised o	•	erson's de		e or family	name
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