

# Retailer/Supplier/Payee change of details



MINISTRY OF SOCIAL  
DEVELOPMENT  
TE MANATŪ WHAKAHIATO ORA

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

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2

Are you filling in this form as an individual or on behalf of a business?

An individual

[Go to question 6](#)

On behalf of a business

3

What name do we currently hold for your business

4

Has the name of your business changed?

No

[Go to question 7](#)

Yes



[What is your new business' name?](#)

5

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

6

What is your full name?

First and middle names

Surname or family name

7

What GST or IRD number do we hold?

GST number

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IRD number

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**INFORMATION FOR Q8:**  
You **must** provide a GST or IRD number.

8

**Is this number changing?**

No

Yes

↓ **What are the GST and IRD numbers?**

**GST number**

**IRD number**

**INFORMATION FOR Q9:**  
Young people aged 16 to 19 years old have come of their weekly benefit payment loaded onto a payment card so they can buy essential items.

9

**Do you want to accept the Youth Service Payment card?**

No

Yes

I already accept this card

10

**Does your business mainly provide accommodation?**

No

**Go to question 13**

Yes

**INFORMATION FOR Q11:**  
You need to provide proof that you're authorised to act on the property owner's behalf.

11

**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

**INFORMATION FOR Q12:**  
Temporary commercial and community based accommodation may be suppliers of emergency housing.

12

**Do you want to register this accommodation as emergency housing?**

No

Yes

**Go to question 14**

**INFORMATION FOR Q13:**  
You need to provide proof that you're authorised to act on the property owner's behalf.

13

**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 details**

14

**Does your business use EFTPOS?**

No

**Go to question 17**

Yes

15

**Have you changed your Merchant ID number or EFTPOS provider?**

No

**Go to question 17**

Yes

**ATTACHMENT FOR Q16:**  
You must attach your merchant logon receipt.

**16**

### 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)**

## Bank details

**17**

### Have your bank details changed?

No

[Go to question 19](#)

Yes

**ATTACHMENT FOR Q8:**  
You need to provide proof of your bank account details, such as a bank statement or deposit slip.

**18**

### What bank account do you want your payments to be paid into?

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"/>

## Contact details

**19**

### Have your Address details changed?

No

[Go to question 22](#)

Yes

**HOW TO ANSWER Q14:**  
If you live overseas you must provide a contact address in New Zealand for Question 21.

**20**

### What is your street address?

Flat/House number	Street name
<input type="text"/>	<input type="text"/>

Suburb	Town/City
<input type="text"/>	<input type="text"/>

**21**

### Is your mailing address different from where you live?

No

Yes

↓ **If yes, tell us your mailing address**

  

**22**

### What are your or the authorised contact person's details?

Contact person's first name	Contact person's surname or family name
<input type="text"/>	<input type="text"/>

Tick the best way for us to contact you first

Phone	( )	
Mobile phone	( )	
Email	( )	

## Declaration and signature

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

Name (print)

Signature

Day

Month

Year

<input type="text"/>	<input type="text"/>	<input type="text"/>
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## 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 of your bank account number and account holder details if they're different from what we already hold.