

June 2018

INZ 1182



Customer Refund Request Form (Offshore)

This form should be completed by customers outside New Zealand making a refund request. No requests will be accepted for sums of NZ\$30 or less (or local currency equivalent).

Section A Applicant information

A1 Family/last name

Given/first name(s)

A2 Date of birth

A3 Postal address

A4 Daytime phone number

A5 Client number

A5 Application number (or expression of interest/registration number)

Section B Information about the fee paid

B1 Name of person or business which paid the fee

B2 Application type paid for

B3 Amount paid \$

B4 Date paid *You must provide a copy of the receipt for the fee paid*

Section C Reason for refund

Provide details of the reason for this refund

Section D Payment details

Written authorisation (letter or email) is required from the fee payer if the refund is to be paid to a different person. The person receiving the refund is liable for any fees associated with refunds paid to a credit card account.

Mastercard Visa

Name of cardholder

Card number

Expiry date

Signature of cardholder

Office use only

Proof of payment attached

Refund amount

Finance GL code

Case officer's name

Approval date

Currency

Approved for payment by *(must be Schedule 2 officer)*