

August 2024

INZ 1183



Customer Refund Request Form

This form should be completed by customers making a refund request.

Section A Applicant information

A1 Family/last name

Given/first name(s)

A2 Date of birth / /

A3 Postal address

A4 Email

A5 Daytime phone number

A6 Client number

A7 Application number (or expression of interest/registration number)

A8 Signature Date / /

Section B Information about the fee paid

B1 Name of person or business who paid the fee

B2 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. Payment to a New Zealand bank account is preferred (fastest method).

Direct credit to New Zealand bank account

You must provide evidence of your bank account number. This can be a bank statement, deposit slip or screen shot of your bank account details.

Name of bank account holder	<input type="text"/>			
Bank account number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Prefix	Branch	Account number	Suffix
Bank name	<input type="text"/>			

Direct credit to International bank account *(Your bank may charge you a fee for receiving the refund)*

You must provide evidence of your international bank account number. This can be a bank statement, deposit slip or screen shot of your bank account details.

Name of bank account holder	<input type="text"/>		
Bank account number	<input type="text"/>	Bank Swift Code	<input type="text"/>
Bank name	<input type="text"/>	Bank account currency	<input type="text"/>
Country where the bank is located	<input type="text"/>		

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)*

Refund checklist

Office Use only	Information and documents you must supply	Check list
<input type="checkbox"/>	I have completed the refund form.	<input type="checkbox"/>
<input type="checkbox"/>	I have attached a copy of the receipt of the application fee	<input type="checkbox"/>
<input type="checkbox"/>	I have attached proof of my bank account	<input type="checkbox"/>
<input type="checkbox"/>	I have attached an authorisation from the original fee payer (if applicant did not pay the original application fee).	<input type="checkbox"/>



Te Kāwanatanga o Aotearoa
New Zealand Government