Customer Refund Request Form (Onshore)

This form should be completed by customers in New Zealand making a refund request. No requests will be accepted for sums of NZ$30 or less.

**Section A | Applicant information**

A1 Family/last name [ ]

Given/first name(s) [ ]

A2 Date of birth D M Y Y D M Y Y

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 D M Y Y 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.

Direct credit to bank account

You must provide a bank statement or deposit slip to verify your bank account details.

Name of bank account holder

Bank account number

Bank Swift Code

Bank name

Credit card (if originally paid by credit card)

☐ 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)

New Zealand Government