

Temporary Additional Support application form



MINISTRY OF SOCIAL DEVELOPMENT
TE MANATŪ WHAKAHIATO ORA

Temporary Additional Support helps with essential costs for a short time when you've tried everything you can think of, and still cannot pay for them.

Tell us about yourself

Client number

 | |

It's on your Community Services Card, or if you've applied for support from StudyLink or Work and Income before it's on a letter from us.

Tell us your details

1

What is your full name?

First and middle names

Surname or family name

2

What date were you born?

Day Month Year

3

Where do you live?

Flat/House number

Street name

Suburb

Town/City

HOW TO ANSWER Q3:

If you live in a rural area, flat/house number could include your RAPID number, fire number, emergency services number.

4

Is your mailing address different from where you live?

No

Yes



If yes, tell us your mailing address

HOW TO ANSWER Q4:

Mailing address can include a PO Box, rural delivery details, or C/O address.

5

How else can we contact you?

Tick the best way for us to first contact you

Home phone	()	
Mobile phone	()	
Other phone	()	

Tell us about the people in your household

Tell us about who you live with

6

What other people live at your residence? (Tick all that apply)

- I live alone [Go to question 8](#)
- My partner and/or dependent children [Go to question 8](#)
- The people listed below (don't list your partner or dependent children)

First name	Surname or family name	Relationship to you

INFORMATION FOR Q6:
If the people you live with get a benefit or pension from us, we'll match your information with theirs, and we may need to contact them.

ATTACHMENT FOR Q6:
If more than 4 other people live at your address, please write these details about each one on a separate sheet of paper, and bring them with this application form.

Our definitions of renters and boarders are:

- **Renters:** people who pay for accommodation only
- **Boarders:** people who pay a fixed amount for accommodation, food and utilities, and are not included on the tenancy agreement. This includes people living in a boarding house (with food provided) or social housing property and are not the head tenant.

7

Do any of the people you live with, listed in Q6 above, pay you board or rent?

- No [Go to question 8](#) Yes [If yes, please provide details below](#)

HOW TO ANSWER Q7:
'Self-contained' means there is a kitchen or a kitchenette and a bathroom. If it's a caravan or campervan it needs to have facilities for:

- day-to-day living
- sleeping
- preparing and cooking food.

It must also have a:

- Sink
- Toilet

HOW TO ANSWER Q7:
The floor area for the whole home can be found by looking up the address on qv.co.nz

Person 1

Full name of renter or boarder			
Date of birth / /			
Phone number ()			
Email address			
Do they pay you rent or board? <input type="checkbox"/> Rent <input type="checkbox"/> Board			
How much do they pay? \$		How often?	
When did they start paying? / /			
Does this person live in a self-contained part of the property?			
<input type="checkbox"/> No Go to next person or question 8			
<input type="checkbox"/> Yes What is the floor area of the self-contained part of property?			
Length of the space (in metres)	Multiply	Width of the space (in metres)	Floor area (in metres ²)
<input type="text"/>	×	<input type="text"/>	= <input type="text"/>
What is the total floor area of the whole property?			<input type="text"/> metres ²

HOW TO ANSWER Q7:

'Self-contained' means there is a kitchen or a kitchenette and a bathroom. If it's a caravan or campervan it needs to have facilities for:

- day-to-day living
- sleeping
- preparing and cooking food.

It must also have a:

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ATTACHMENT FOR Q7:

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Person 2

Full name of renter or boarder

Date of birth / /

Phone number ()

Email address

Do they pay you rent or board? Rent Board

How much do they pay? \$ How often?

When did they start paying? / /

Does this person live in a self-contained part of the property?

No **Go to next person or question 8**

Yes **What is the floor area of the self-contained part of property?**

Length of the space (in metres)	Multiply	Width of the space (in metres)	Equals	Floor area (in metres ²)
<input type="text"/>	×	<input type="text"/>	=	<input type="text"/>

What is the total floor area of the whole property? metres²

Person 3

Full name of renter or boarder

Date of birth / /

Phone number ()

Email address

Do they pay you rent or board? Rent Board

How much do they pay? \$ How often?

When did they start paying? / /

Does this person live in a self-contained part of the property?

No **Go to next person or question 8**

Yes **What is the floor area of the self-contained part of property?**

Length of the space (in metres)	Multiply	Width of the space (in metres)	Equals	Floor area (in metres ²)
<input type="text"/>	×	<input type="text"/>	=	<input type="text"/>

What is the total floor area of the whole property? metres²

Person 4

Full name of renter or boarder

Date of birth / /

Phone number ()

Email address

Do they pay you rent or board? Rent Board

How much do they pay? \$ How often?

When did they start paying? / /

Does this person live in a self-contained part of the property?

No **Go to question 8**

Yes **What is the floor area of the self-contained part of property?**

Length of the space (in metres)	Multiply	Width of the space (in metres)	Equals	Floor area (in metres ²)
<input type="text"/>	×	<input type="text"/>	=	<input type="text"/>

What is the total floor area of the whole property? metres²

Tell us about your income and assets

Tell us about income in the last 52 weeks?

8

Did you get income from any of the following sources in the last 52 weeks?

- Wages or salary No Yes
- Termination pay No Yes
- Redundancy pay No Yes
- Accident compensation (eg ACC) No Yes
- Income insurance (replacement/protection) No Yes Jointly with partner
- Farm or business income No Yes Jointly with partner
- Payments from self-employment or contract work No Yes Jointly with partner
- Interest from savings, investments, or bonds No Yes Jointly with partner
- Dividends from shares, unit trusts, or managed funds No Yes Jointly with partner
- Income from rents No Yes Jointly with partner
- Payments from boarders or flatmates No Yes Jointly with partner
- Child Support payments (private arrangement or through Inland Revenue) No Yes
- Other income for a child No Yes
- Maintenance payments No Yes
- Payments from a former partner No Yes
- Student Allowance, scholarship, or Student Loan living cost payments No Yes
- Overseas pension, benefit or allowance payments No Yes
- Other superannuation or retirement scheme income (government or private) No Yes
- Income from an estate, if you've inherited money No Yes Jointly with partner
- Income from trusts No Yes Jointly with partner
- Other No Yes Jointly with partner

ATTACHMENT FOR Q8:
Bring a copy of your business accounts.

INFORMATION FOR Q8:
In this application form, 'partner' means the person you're married to or in a civil union or relationship with, not a business partner.

9

Did you answer 'yes' or 'jointly with partner' to any of the sources of income listed in question 8?

No Yes

↓ If yes, tell us the total before-tax amounts, for the last 52 weeks

Where did the income come from?	Payment made to?		
	You	Your partner	Jointly with partner
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

ATTACHMENT FOR Q9:
You need to show us proof of income you've received in the last 52 weeks and details of your income for the last 26 weeks.

1 INFORMATION FOR Q11:

For example a room you use as an office.

2 HOW TO ANSWER Q12:

If you don't know the exact amount please estimate it, based on the percentage of your home used for the business. Talk with us if you're not sure.

10

Do you run your own business?

No

Go to question 13

Yes

11

Do you claim back part of the home you live in as a business expense from Inland Revenue at the end of each tax year?

No

Go to question 13

Yes

12

What is the amount you claim back from Inland Revenue?

Other rent payments

2 HOW TO ANSWER Q13:

For example:

- a person pays you to use your garage to park their car in each week
- an organisation rents a bedroom they use as an office.

13

Do you rent out some of your residence (not used for accommodation purposes) to another person or organisation?

No

Go to question 18

Yes

14

What is the space they rent?

15

What is the floor area of the space they use?

Length of the space (in metres)

Multiply

×

Width of the space (in metres)

Equals

=

Floor area (in metres²)

2 HOW TO ANSWER Q14:

For example a bedroom or garage.

16

What is the total floor area of the whole property?

 metres²

17

How much do they pay you?

Amount

How often (eg weekly)?

Start date of payment

Tell us about any Working for Families tax credits you get

18

Do you or your partner get any Working for Families tax credits from Inland Revenue?

No tax credit

Family tax credit

Minimum family tax credit

Parental tax credit

In-work tax credit

Best Start tax credit

↓ Please write the details of any tax credits below

Type of tax credit	You	Your partner	How often? (For example, weekly, fortnightly)
	\$	\$	
	\$	\$	
	\$	\$	

Tell us about your assets

19

Do you or your partner have any of the following cash assets?

Money in bank or other savings No Yes

Bonds, shares, debentures or stocks No Yes

Money lent to other people or organisations No Yes

Other cash assets No Yes

20

If you answered 'yes' to any of the assets listed above, please write the details below.

Type of asset	You	Your partner	Jointly owned
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

21

Do you or your partner have any of the following non-cash assets?

Property you don't live in No Yes

Boat, caravan or motorhome No Yes

Other No Yes

22

If you answered 'yes' to any of the non-cash assets listed above, please write the details below.

Type of asset	How much is it worth?	How much do you owe on it?
	\$	\$
	\$	\$
	\$	\$

Are you involved with a trust?

23

Are you involved in a trust, or have you ever been involved in a trust?

'Involved' means one or more of the following:

- you've set up a trust, usually by making a gift of assets or property
- you've transferred assets to a trust
- you make decisions about managing a trust
- you benefit from a trust, for example, by receiving income such as trust distributions.

No

Yes

↓ **If yes, please write the name of the trust**

Name of trust

ATTACHMENT FOR Q19:
You may be asked to provide proof of your assets and their value.

HOW TO ANSWER Q21:
Examples of property you don't live in include, land, holiday home, bach/crib, investment property.

ATTACHMENT FOR Q22:
You may be asked to provide proof of these details.

ATTACHMENT FOR Q23:
You'll need to show us trust documents, such as the trust deed, deed of debt, gift statements, accounts.

Tell us about your costs

Tell us what essential work-related costs you need to pay to keep working

24

Are you or your partner working?

 No

[Go to question 26](#)

 Yes

25

Do you or your partner have any essential costs that you have to pay to keep working?

 No

 Yes

↓ If yes, please write the details below

How often?
(For example, weekly, fortnightly)

Type of cost	How much?	How often?
Running costs for a vehicle you use to get to and from work	\$	
Repayment costs for a vehicle you use to get to and from work	\$	
Public transport to and from work	\$	
Telephone, if it is a condition of your work	\$	
Childcare	\$	

INFORMATION FOR Q25:
These are the only work-related essential costs we may be able to help you with.

ATTACHMENT FOR Q25:
You'll need to show proof of these costs.

Tell us about your accommodation costs

26

Do you get board or rent payments from another person?

 No

 Yes

↓ If yes, we need you to tell us about your accommodation costs using the following questions.

27

Are you getting, or are you applying for, an Accommodation Supplement?

 No

 Yes

[Go to question 40](#)

INFORMATION FOR Q28:
By rent we mean the amount you pay is for your accommodation only and doesn't include other costs such as food or electricity.

28

Do you pay rent?

 No

[Go to question 33](#)

 Yes

29

Do you pay rent to Kāinga Ora or an approved community housing provider?

 No

 Yes

30

What is the total amount of rent paid each week for your home?

31

How much of this total amount do you pay for you and your family?

ATTACHMENT FOR Q31:
You'll need to show proof of what you pay for rent.

32

Do you pay water rates separately from your rent?

 No

 Yes

↓ If yes, please tell us how much you pay

How often

[Go to question 35](#)

ATTACHMENT FOR Q32:
You'll need to show proof of what you pay for water rates.

INFORMATION FOR Q33:

By board we mean the amount you pay for your accommodation where it includes food costs and may also include other costs like electricity.

33

Do you pay board?

No

Go to question 36

Yes

↓ If yes, list what costs your board includes

34

What is the total amount of board you pay for you and your family?

\$

ATTACHMENT FOR Q34:

You'll need to show proof of what you pay for board.

35

Tell us about the person or organisation you pay rent or board to:

Person's or organisation's full name

Person's or organisation's contact details

Address	<input type="text"/>
Phone number	(<input type="text"/>) <input type="text"/>
Email	<input type="text"/>

If paid to a person, what is their date of birth (if known)?

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

36

Do you own the home you live in?

No

Go to question 40

Yes

HOW TO ANSWER Q37:

Only include mortgages you used to buy or alter your home. Include both interest and principal. List any other mortgages such as a second mortgage or revolving mortgage. Don't include contents insurance.

37

What are your home ownership costs?

	Who do you pay?	How much do you pay?	How often do you make the payment (such as weekly, monthly or yearly)?
First mortgage	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Other mortgage	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
House insurance	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Mortgage insurance	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Rates	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Ground lease	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Water rates	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Body corporate fees	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>

ATTACHMENT FOR Q37:

You'll need to show proof of your home ownership costs.

38

Did you have to pay for repairs and maintenance to your home in the last 12 months?

No

Yes

→ Please write the total amount

\$

ATTACHMENT FOR Q38:

Bring receipts for any repair and maintenance costs.

39

Have you received a rates rebate in the last 52 weeks?

No

Yes

Amount \$

Rating year 1 July

to 30 June

Tell us about other essential costs

40

INFORMATION FOR Q40:

Essential regular costs can include:

- hire purchase
- vehicle repayments
- costs relating to a health condition or disability
- lease or hire of an essential household item such as fridge, washing machine, stove.

ATTACHMENT FOR Q40:

You'll need to show proof of these costs.

HOW TO ANSWER Q41:

Don't include toll or mobile phone costs.

ATTACHMENT FOR Q32:

Unless we already have this information, please bring:

- proof of phone payments
- proof of the need, such as a Court Order, or verification from Police, Women's Refuge, or a similar organisation.

41

Do you or your family have any regular essential costs?

No

Yes

↓ If yes, please provide the details below

Item	Amount	How often (for example, weekly, fortnightly)?	Start or purchase date	End date
	\$		/ /	/ /
	\$		/ /	/ /
	\$		/ /	/ /
	\$		/ /	/ /
	\$		/ /	/ /
	\$		/ /	/ /
	\$		/ /	/ /

If you don't get the Disability Allowance and your costs are health-related, please tell us.

Do you need a telephone for safety or security reasons, or because of special family circumstances?

No

Yes

↓ If yes, please write the details below

How much do you pay?

\$

How often? (weekly, fortnightly, monthly)

Child support

If you pay child support and the monthly amount you have to pay is a 'formula assessment' set by Inland Revenue, the child support can be included when we work out your Temporary Additional Support. You don't have to provide this information but, if you don't, you may not receive the full amount of Temporary Additional Support you're eligible for. We can't include other types of child support.

42

Do you or your partner have child support costs?

No, I/we don't have child support costs, or don't want to include them.

[Go to question 46](#)

Yes, I/we have child support costs.

43

Is the amount you or your partner have to pay a formula assessment set by Inland Revenue?

No

[Go to question 46](#)

Yes

44

Please tell us the amount you or your partner have to pay.

INFORMATION FOR Q44:

You can find the amount you have to pay and the date you have to pay it from in MyIR or your 'child support to pay' letter.

Who has to pay?	Amount you have to pay each month	Date you have to pay this amount from
Me	\$	/ /
My partner	\$	/ /

45

Please tell us how you'd like to provide proof of the child support you have to pay.

INFORMATION FOR Q45:

Details about how and when we share your personal information can be found at workandincome.govt.nz/privacy

We'll need proof of how much you have to pay. There are two ways to do this:

- Inland Revenue can share the information with us.

If you agree, Inland Revenue can tell us about your monthly child support costs. They'll share your name, date of birth, IRD number as well as your current and expected child support costs. We'll use this information to process the application for Temporary Additional Support.

You will still need to let us know if your child support costs change while you're getting Temporary Additional Support. We'll work with you to make sure you're getting paid the right amount and resolve any under or over payments.

They'll also tell us if they're managing other types of child support for you, even if it can't be included in your application. We'll only use this information to help answer questions you might have.

We'll ask for your consent each time you re-apply for Temporary Additional Support.

- You can provide your 'child support to pay' letter from Inland Revenue.

You will still need to let us know if the amount of child support you have to pay changes while you're getting Temporary Additional Support.

I agree that Inland Revenue can share my child support costs if requested by the Ministry of Social Development.

My partner agrees that Inland Revenue can share their child support costs if requested by the Ministry of Social Development.

I do not agree to my information being shared, and will provide the 'Child Support to Pay' letter from Inland Revenue.

Tell us what you've done to try to pay your essential costs

46

What steps have you and your partner taken to get other help, reduce costs, or increase income?

Obligations and signature

Let us know when things change

You need to let us know about changes that might affect the amount you're paid, like:

- starting, stopping or changing jobs
- starting or finishing part-time or full-time study
- changes to any board and/or rent payments you get
- changes to your pay or other income, including getting an overseas pensions
- starting to run a business (for yourself or someone else).

Changes to information about you or your family, like:

- name, address, contact details or bank account number
- starting or ending a relationship, marriage, or civil union
- a partner passes away
- the number of children in your care, including having another baby.

Change to where you live or how much it costs, like a rise or drop in your rent, board, mortgage or rates.

We also need to know if you:

- are travelling overseas
- go into or come out of hospital
- are being held in custody or on remand.

Your rights

If you don't think we have things right or there's something you don't understand:

- call us – we can usually fix it over the phone
- you have the right to ask us to review the decision. Find out how at msd.govt.nz/reviews

Signature

- I've answered all the questions that apply to me and my situation.
- I understand the changes I need to let you know about.
- If I have given consent on page 10, MSD and Inland Revenue can share information about the child support I have to pay.
- I understand what you do with my personal information and how you protect my privacy. More detailed information can be found at workandincome.govt.nz/privacy
- The information I've given you is true and complete.

Applicant's name (print)

Applicant's signature

Day Month Year

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Partner's name (print)

Partner's signature

Day Month Year

<input type="text"/>	<input type="text"/>	<input type="text"/>
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