

July 2021

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

**Note:** If you have submitted an online application (except an SMC EOI or Working Holiday Visa) less than 12 months ago, your refund will be paid to the credit card used to pay for the application (provided the credit card is still valid). In this case, you do not need to provide a bank account in the refund form.

If the refund is for a Parent Category EOI fee, send your completed form by email to: [EOIfeerefund@mbie.govt.nz](mailto:EOIfeerefund@mbie.govt.nz)

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"/>