

# APPOINTMENT OF AGENT FORM

**COMPLETE THIS FORM IF YOU WOULD LIKE TO APPOINT AN AGENT TO ACT ON YOUR BEHALF. YOUR AGENT MUST ALSO SIGN THIS FORM.**

An agent is a person or organisation who acts in the interests of another. A person can be made an agent by the consent of both the client and the prospective agent, by way of a court order or, in exceptional circumstances, without a client's consent.

## **What can an agent do?**

What an agent can do depends on what role you wish them to have. You must decide exactly what rights and responsibilities you wish to grant your agent; you may also specifically exclude the agent from doing certain things. Currently, agents are not able to create or access students' online MyStudyLink accounts.

**Note:** only someone with a power of attorney can sign an application or form on behalf of a client.

## **Receiving your payments**

You need to complete this form if you would like your agent to receive your payments for Unemployment Benefit Hardship or any other benefit payment or extra help assistance.

If you would like an agent only to receive your payments for your Student Allowance, Student Loan or scholarship you do not need to complete this form. You can go to [www.studylink.govt.nz](http://www.studylink.govt.nz) to change your bank account through your MyStudyLink account or download a Change of Circumstances form. You will still need to complete this form if you would like to appoint an agent for any other reason eg make enquiries about your application.

**Note:** you will still need to complete this form if you want an agent to act for you in any other way.

## **What you need to do:**

When you appoint an agent:

- both you and your agent need to complete this form, *and*
- you need to provide two documents that prove who your agent is, for example, your agent's birth certificate, driver's licence or Community Services Card.

If you're providing a copy of an original document it needs to be verified by someone like a StudyLink (or a Work and Income) staff member, Justice of the Peace or authorised staff member from your education provider.

If your agent is an organisation or company, a business card or letter on official letterhead will be acceptable identification.

To find out more visit our website [www.studylink.govt.nz](http://www.studylink.govt.nz).



**1. What is your legal name?**

This is your legal name as appears on your Passport or Birth Certificate.

First name	Middle name(s)	Surname or family name

**2. What is your date of birth?**

Day   
   Month   
     Year

**3. What is your client number?**

This is a number issued to you by StudyLink or Work and Income. This is on your Community Services Card if you have one. If you don't have a client number or don't know it, leave this question blank.

**4. What do you want your agent to access?**

Student Allowance   
  Student Loan   
  Scholarship   
  Unemployment Benefit Student Hardship  
 All my payments   
  Other (please explain)

**5. Who do you want to appoint as your agent?**

First name	Middle name(s)	Surname or family name



**WE NEED TO SEE TWO FORMS OF IDENTIFICATION FOR YOUR AGENT, FOR EXAMPLE, AN ORIGINAL OR VERIFIED COPY OF THEIR BIRTH CERTIFICATE, DRIVER'S LICENCE OR COMMUNITY SERVICES CARD.**

**6. How is this person related to you?**

For example, a friend or relative.

**7. How can we contact your agent?**

Phone	Mobile	Fax	Email

**8. When do you want this person to act as your agent?**

**From:**

Day   
   Month   
     Year

**To:**

Day   
   Month   
     Year   
**or**  Until further notice

**9. What responsibilities do you want to give your agent?** Tick as many as you want.

- Make enquiries and change my contact details.
- Access my files and change any details including income.
- Receive my mail (Note: from November 2009 you will be able to view your mail online using MyStudyLink. If you have an agent in place to receive your mail you will not be able to receive your mail online – it will be sent to your agent directly.)
- Receive my Unemployment Benefit Student Hardship payments.
- Receive all my payments.

Note: if you would like an agent to receive your Student Allowance, Student Loan or scholarship payments you just need to change your bank account to your agent's bank account using your MyStudyLink account at [www.studylink.govt.nz](http://www.studylink.govt.nz).

**Please tell us why you want your benefit payments to go to your agent:**

Other (please explain)

**10. What is your agent's postal address?**

Please note this must be a New Zealand address. We can only send your mail to **one** address – either yours or your agent's. Your mail will only be sent to your agent if you have requested this in question 9.

<b>Street / postal address</b>		
<b>Suburb</b>	<b>City</b>	<b>Country</b>
		NEW ZEALAND

If you would like to receive your mail online from November 2009 please complete a Change of Circumstances form to let us know. You can download this form at [www.studylink.govt.nz](http://www.studylink.govt.nz).

**11. If you want your payments for any assistance other than Student Allowance, Student Loan or scholarship to be paid to your agent, please give us your agent's bank account details:**

The payment/s nominated in question 9 will go into this account.

<b>Bank</b>	<b>Branch</b>	<b>Account holder's name</b>
<b>Account number</b>		
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Bank	Branch	Account
<input type="text"/>	<input type="text"/>	<input type="text"/>
	Suffix	

OFFICE USE ONLY



**WE NEED TO SEE PROOF OF THIS BANK ACCOUNT – FOR EXAMPLE, AN ORIGINAL OR VERIFIED COPY OF A PRE-PRINTED DEPOSIT SLIP OR STATEMENT WITH YOUR AGENT'S NAME, BANK, BRANCH AND ACCOUNT NUMBER.**

**You can cancel your agent's appointment at any time by writing to us at StudyLink Student Support Centre, FreePost 113907, Private Bag 11070, Palmerston North 4442. Remember to include the date you want this appointment to end.**



## SIGN HERE

### STUDENT'S DECLARATION

The information I have provided is true and I have not left anything out. I agree to the appointment of this agent. I understand that the agent will be responsible for the areas I have indicated in question 4 and question 9, and that I still need to tell StudyLink of any changes in my circumstances that may affect my entitlement.

**Student's signature**

If you are unable to sign this form, please call us on **0800 88 99 00**.

**SIGN HERE**   Day  Month  Year



## SIGN HERE

### AGENT'S DECLARATION

The information I have provided is true and I have not left anything out. I agree to act as agent for the student and understand that I need to meet the responsibilities as indicated in question 4 and question 9 on behalf of the student. I also agree to tell StudyLink about any changes in the student's circumstances that may affect the student's entitlement. I understand that I will be asked identifying questions about myself and the student each time I contact StudyLink.

**Agent's signature**

**SIGN HERE**   Day  Month  Year

# PRIVACY STATEMENT

The legislation administered by the Ministry of Social Development allows us to check the information that you give us in this form. This may happen when you apply for financial assistance and at any time after that.

The Privacy Act 1993 requires us to tell you that:

- The information you give us is collected under the authority of the legislation administered by the Ministry of Social Development.
- The information will be held by the Ministry of Social Development.
- The information is collected for the purposes of the legislation administered by the Ministry of Social Development (including StudyLink, Work and Income, Child Youth and Family and other service lines of the Ministry), and in particular for:
  - granting financial assistance and other assistance under the Social Security Act 1964 and Education Act 1989 (and any Regulations under those Acts)
  - statistical and research purposes
  - providing advice to Government
  - care and protection needs of children
  - providing support and services to you and your family
  - providing education related services
  - providing employment related services.
- The information you give us may be compared with information held by Inland Revenue, the Ministry of Justice, the Department of Corrections, the New Zealand Customs Service, the Department of Internal Affairs, the Accident Compensation Corporation, Housing New Zealand, Statistics New Zealand, the Ministry of Health, Immigration New Zealand, the Ministry of Education, the New Zealand Qualifications Authority, the Tertiary Education Commission, Student Job Search and education providers. It may also be compared with social security information (for example, pension or benefit information) held by other governments (including Australia and the Netherlands).
- Under the Tax Administration Act 1994, if you have dependent children, the information you give us may be shared with Inland Revenue for the purpose of administering Working for Families Tax Credits.  
Inland Revenue may also:
  - use the information for the purposes of child support, Student Loans and taxation
  - disclose it to the Department of Labour, Statistics New Zealand, the Ministry of Justice, the Accident Compensation Corporation, and the Ministry of Education
  - disclose your personal information to your partner.
- Under the Privacy Act 1993 you have the right to ask to see all information we hold about you, and to ask us to correct that information.
- You are not required to give us information; but if you do not give us all the information we ask for, your application for financial assistance may be declined.

## MyStudyLink – get it all done online

### New services coming soon:

- visit our redesigned website and use the improved online application service (from October 2009)
- check out what financial assistance you may be able to get (from October 2009)
- view your mail online (from November 2009).

## HOW TO CONTACT US

Website: [www.studylink.govt.nz](http://www.studylink.govt.nz)

Phone: **0800 88 99 00**

Fax: **0800 88 33 88**

**StudyLink Student Support Centre**  
**FreePost 113907**  
**Private Bag 11070**  
**Palmerston North 4442**