



SIGNIFICANT FINANCIAL HARDSHIP COVID-19 – APPLICATION FORM

Please complete and email us a copy of your application to: whairawa@ngaitahu.iwi.nz

Members who are experiencing financial hardship as a result of COVID-19 and are not eligible for COVID-19 Work and Income New Zealand (WINZ) support or international equivalent (or have already exhausted all COVID-19 Work and Income support entitlements or international equivalent) can apply for a significant financial hardship withdrawal to meet minimum living expenses.

1. Criteria

- Whai Rawa is designed to help you save for home ownership, tertiary education and retirement. If you are in significant financial hardship (SFH) you may be able to make a withdrawal but you need to provide sufficient evidence to satisfy the Manager (Whai Rawa Fund Limited) you meet the hardship criteria and that you have exhausted reasonable alternative sources of funding.

The Manager may decline your application or may direct that the amount withdrawn be limited to a specified amount that, in the Manager's opinion, is required to alleviate the particular hardship you face.

Please note if you suffer from a serious and life threatening illness or permanent disability that prevents you from undertaking your usual work you may be able to apply for a withdrawal under the 'Serious Illness' category. Please contact us or go to the 'Withdrawals' section under 'My Whai Rawa' on www.whairawa.com for more information.

- When applying for hardship due to the impact of COVID-19, please complete the Significant Financial Hardship application form and supply the following:
 - » evidence you have sought or requested assistance to alleviate your financial hardship, and have been declined by WINZ (or international equivalent), your bank or Inland Revenue (or international equivalent)
 - » if you're a homeowner, evidence from your mortgage provider that you have requested to make minimum payments only or evidence of your application for a mortgage holiday having been accepted or declined
 - » confirmation from your employer and/or WINZ (or international equivalent) that you are not eligible for the COVID-19 WINZ support (or international equivalent)
 - » if you're a contractor, self-employed or a sole trader, confirmation from WINZ (or international equivalent) that you are not eligible for the COVID-19 Work and Income support (or international equivalent)
 - » if you've recently been made redundant, your redundancy letter and final payslip
 - » if renting a tenancy agreement or bank statements which show your regular accommodation payments
 - » if you're employed, your last two payslips
 - » if you're self-employed, your most recent summary of earnings.
 - » bank statement for all accounts, including joint or business, accounts for the past 30 days
 - » any overdue bills dated within the past 30 days
 - » photo identification; a drivers license or passport
 - » proof of address; a bank statement or utility bill

FOR ASSISTANCE WITH COMPLETING THIS FORM, PLEASE GO TO:

- W** whairawa.com
- P** 0800 942 472

Please note processing of request will normally take up to ten working days from receipt of completed application.

2. What is Significant Financial Hardship (SFH)?

Significant financial hardship includes situations where you:

- » are unable to meet minimum living expenses
- » are unable to meet mortgage repayments on the home you live in, resulting in the mortgagee seeking to enforce the mortgage on your property
- » are unable to meet rent payments on your primary place of residence of which you are named on the rental agreement
- » need to modify your home to meet special needs because you or a dependent family member have a disability
- » are required to pay for medical treatment for your own or a dependent family member's illness, injury or palliative care
- » incur funeral costs if a dependent family member dies

3. What are Minimum Living Expenses?

Minimum living expenses generally include the actual and reasonable costs of:

- » basic food and grocery items
- » accommodation (including mortgage repayments / rent, rates and necessary maintenance for the principal family residence)
- » basic clothing
- » utility services such as power, gas and telecommunications
- » transportation
- » fire and general insurances
- » medical and dental costs necessary for the maintenance of good health
- » school fees (excluding private school fees)
- » expenses in relation to any dependents with special needs
- » other normal (non-luxury) household items

4. Application Process

- You can apply for a partial balance withdrawal or a full balance withdrawal from your account.
- When assessing your hardship request, the Manager will check to see that you have taken all reasonable steps to alleviate your current financial hardship.
- You will need to ensure you have provided all required information in order for your application to be considered
- If required, a future application can be submitted if your financial circumstances do not improve.

Please note: if you are an undischarged bankrupt, the Official Assignee will need to authorise any application being made.

1. DETAILS OF ACCOUNT OWNER

TITLE	FIRST NAMES	LAST NAME
PHYSICAL ADDRESS PO BOX ADDRESSES CANNOT BE VERIFIED		
COUNTRY (CURRENTLY LIVING IN)		POST CODE
EMAIL		
HOME PHONE	WORK PHONE	MOBILE
DATE OF BIRTH	PLACE OF BIRTH	MOTHER'S MAIDEN NAME
YOUR SIX DIGIT WHAI RAWA NUMBER (IF KNOWN) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/> PLEASE ATTACH A COPY OF YOUR PHOTO IDENTIFICATION (E.G. DRIVER'S LICENSE OR PASSPORT, ETC.)	<input type="checkbox"/> PLEASE ATTACH A COPY OF YOUR PROOF OF ADDRESS (DATED WITHIN THE LAST 6 MONTHS) E.G. A BANK STATEMENT OR UTILITY BILL
Are you currently an undischarged bankrupt or subject to bankruptcy proceedings? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Please note if you are an undischarged bankrupt, the Official Assignee will need to authorise any application being made. Please talk to them before proceeding with this application.		

TAX INFORMATION (Please complete all fields in this section; IRD, PIR and RSCT details)

IRD Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Non NZ Resident (PLEASE CONTINUE TO NEXT SECTION)	<input type="checkbox"/> NZ Resident (PLEASE COMPLETE PIR DETAILS BELOW)

CALCULATE YOUR PIR TAX RATE (PLEASE TICK ONE BOX)

Before you start, you will need to know your income for the last two tax years ending 31 March (including income from PIE investments). If you're unsure, you can contact your employer(s), your accountant, or Inland Revenue.

Are you a New Zealand tax resident?	NO → YOUR PIR IS 28%	TICK ONE
YES ↓		
IN EITHER OF THE LAST TWO INCOME YEARS (ENDING 31 MARCH):		
Was your taxable income \$14,000 or less (excluding income from PIEs); AND your total taxable income (plus PIE and non-PIE income) \$48,000 or less?	YES → YOUR PIR IS 10.5%	
NO ↓		
Was your taxable income \$48,000 or less (excluding income from PIEs); AND your total taxable income (plus PIE and non-PIE income) \$70,000 or less?	YES → YOUR PIR IS 17.5%	
NO ↓		
Was your taxable income \$48,000 or more; OR your total taxable income (plus PIE and non-PIE income) \$70,000 or more?	YES → YOUR PIR IS 28%	

CALCULATE YOUR RSCT TAX RATE (PLEASE TICK ONE BOX)

Are you a New Zealand tax resident?	NO → YOUR RSCT RATE IS 33%	TICK ONE
YES ↓		
IN EITHER OF THE LAST TWO INCOME YEARS (ENDING 31 MARCH):		
Was your taxable income \$14,000 or less?	YES → YOUR RSCT RATE IS 10.5%	
NO ↓		
Was your taxable income \$48,000 or less?	YES → YOUR RSCT RATE IS 17.5%	
NO ↓		
Was your taxable income \$70,000 or less?	YES → YOUR RSCT RATE IS 30%	
NO → YOUR RSCT RATE IS 33%		

HOUSEHOLD INFORMATION

SPOUSE/PARTNER NAME

SPOUSE/PARTNER'S NGĀI TAHU WHAKAPAPA NUMBER
(IF APPLICABLE)

Home Ownership Status: Rent Board Own Home Other (PLEASE SPECIFY)

Dependants:

NAME	AGE	NATURE OF RELATIONSHIP

Have any of your personal details changed? Yes No

2. ASSETS Enter all business and private assets, including those of your spouse/partner

ASSETS (show details)

Residential Property <i>(market value)</i>	ADDRESS	VALUE \$	
Other Property <i>(market value)</i>	ADDRESS	VALUE \$	
Vehicles <i>(eg car, boat, caravan - please include the registration no.)</i>	MODEL AND YEAR	REGISTRATION NO.	VALUE \$
	MODEL AND YEAR	REGISTRATION NO.	VALUE \$
	MODEL AND YEAR	REGISTRATION NO.	VALUE \$
	MODEL AND YEAR	REGISTRATION NO.	VALUE \$
Bank Accounts	BANK AND BRANCH		
	ACCOUNT NUMBER	BALANCE \$	
	BANK AND BRANCH		
	ACCOUNT NUMBER	BALANCE \$	
	BANK AND BRANCH		
	ACCOUNT NUMBER	BALANCE \$	
	BANK AND BRANCH		
	ACCOUNT NUMBER	BALANCE \$	
	BANK AND BRANCH		
	ACCOUNT NUMBER	BALANCE \$	
Other Accounts <i>(eg credit union, building society)</i>	ACCOUNT TYPE	BALANCE \$	
Household Goods		VALUE \$	
Life Insurance/ Superannuation Policies	COMPANY	SURRENDER VALUE \$	
	COMPANY	SURRENDER VALUE \$	
	COMPANY	SURRENDER VALUE \$	
Money Owed	OWED TO YOU BY	VALUE \$	
Other Assets	SHARES	VALUE \$	
	DEBENTURES	VALUE \$	
	OTHER (EG. BONUS BONDS, LOANS, PERSONAL BELONGINGS)	VALUE \$	
TOTAL ASSETS (add all amounts in the right hand columns and print total in Box A)		A = \$	

3. LIABILITIES *Enter all business and private liabilities, including those of your spouse/partner*

LIABILITIES/DEBTS (show details)

		AMOUNT OWING	OVERDUE AMOUNT
Mortgages	BANK/INSTITUTION	\$	\$
	OTHER PROPERTIES	\$	\$
Bank Overdraft	BANK/INSTITUTION	\$	\$
	BANK/INSTITUTION	\$	\$
Loans	BANK/INSTITUTION	\$	\$
	BANK/INSTITUTION	\$	\$
Credit Cards	TYPE	\$	\$
	TYPE	\$	\$
Hire Purchases	ITEM	\$	\$
	DATE PURCHASED	FINISH DATE	\$
Trade Accounts	ACCOUNT NAME	\$	\$
	ACCOUNT NAME	\$	\$
Other debts <i>(eg Phone, Power, debts with Dept. for Courts, Dept. of Work and Income)</i>	NAME OF DEBT	\$	\$
	NAME OF DEBT	\$	\$
	NAME OF DEBT	\$	\$
	NAME OF DEBT	\$	\$

Total Liabilities (add all amounts in the right hand columns and print total in Box B)

B = \$

4. INCOME *Enter all income, including details of your spouse/partner's income*

WEEKLY INCOME (after tax)

Salary/Wages/Pension/Drawings	<i>Attach copy of last 3 payslips</i>	\$
Part-time Work	<i>Attach copy of last 3 payslips</i>	\$
Spouse/Partner's Income	<i>Attach copy of last 3 payslips</i>	\$
Self-employed Income		\$
Child Support Received		\$
Working for Families Tax Credits*	<i>*Previously known as Family Assistance</i>	\$
Department of Work and Income Benefit/Superannuation	<i>Attach copy of letter from WINZ</i>	\$
Rent/Board Received		\$
Interests/Dividends		\$
Other (specify)		\$
		\$

Total Weekly Income (add all amounts in the column and print total in Box C)

C = \$

If spouse has recently lost their job, state former income

PER WEEK
\$

If spouse has recently lost their job, please provide date when employment ceased

5. EXPENSES *Enter all expenses, including details of spouse/partner's expenses*

	AMOUNT PER WEEK
Food/Groceries	\$
Rent/Board/Mortgage <i>Attach copy of rental agreement</i>	\$
Bus/Train/Petrol	\$
Child care/School Expenses	\$
Child Maintenance Payments <i>Attach child support letter from Inland Revenue</i>	\$
Gas/Electricity	\$
Telephone/Mobile	\$
Clothing	\$
Loans, hire purchase and credit card payments (attach copies of current statement)	
COMPANY NAME	\$
COMPANY NAME	\$
COMPANY NAME	\$
COMPANY NAME	\$
COMPANY NAME	\$
Other (specify)	\$
	\$
	\$
	\$
	\$

The following items should be shown as a weekly payment.
Where you know an annual amount divide by 52 to convert to a weekly payment

	AMOUNT PER WEEK
Vehicle Insurance <i>(eg. car, boat caravan)</i>	\$
Vehicle Registration/Warrant	\$
House and Contents Insurance	\$
Rates	\$
Medical Insurance/Expenses	\$
Life Insurance/Superannuation	\$
Other (specify)	\$
Total Weekly Payments (add all amounts in the weekly column and print total in Box D)	D = \$
<i>Office use only - Calculation: Income (Box C) less Expenses (Box D) = balance</i>	\$

6. DECLARATION OF SIGNIFICANT FINANCIAL HARDSHIP

Has your landlord/property manager given you notice to end your tenancy? Yes No Not Applicable

Has your bank/mortgage provider indicated a foreclosure of mortgage? Yes No Not Applicable

If you answered “yes” to any of these questions, please attach proof, i.e. Bank or Landlord letter.

Give the reasons you are seeking a significant financial hardship withdrawal:

Are you and/or your spouse members of KiwiSaver? Yes No

If yes, please outline below the details of any applications made by you and/or your spouse to your KiwiSaver Manager

What other alternative sources of funding have you explored and how much will this provide?

Has your employer applied for COVID-19 Work and Income support? Yes No

Have you approached WINZ (or international equivalent) for assistance? Yes No

If you answered “yes” to any of these questions, please attach proof, i.e. letters from the relevant agencies including contact details should we need to contact them

If your application is approved, which bank account would you like payment to be made into?

BANK ACCOUNT NAME

BANK ACCOUNT NUMBER

Verification of bank account details

To be able to make payment, the bank account should be in the Member’s name (or other party where applicable) and proof of your account details must be supplied with this application i.e. copy of the top half of a bank statement or deposit slip. Alternatively, confirmation from the bank by email is acceptable.

Outline in detail how you would spend any approved withdrawal

CREDITOR NAME

\$

CREDITOR NAME

\$

CREDITOR NAME

\$

CREDITOR NAME

\$

7. DECLARATION

I confirm as follows:

1. I am requesting a withdrawal from my Whai Rawa account for the circumstances outlined above.
2. All information provided in this form and any other information provided by me relating to this withdrawal request is true and correct.
3. There is no additional information that I have not provided that may be relevant to this withdrawal request.
4. If any of the information provided becomes incorrect or if I become aware of any other information that may be relevant to this request before payment of the withdrawal is made, I will immediately notify Whai Rawa.
5. I authorise Whai Rawa to disclose to and to collect any person, personal and financial information about me for the purposes of processing the withdrawal for which I have applied.
6. I understand that the Prescribed Investor Rate (PIR) at which earnings are taxed and which are payable annually and when funds are withdrawn or transferred, is either 10.5%, 17.5% or 28% depending on my income.
7. I understand that tax may be overpaid or underpaid within Whai Rawa on my behalf if I have provided the wrong Prescribed Investor Rate (PIR), not updated my PIR when it needed to be changed, or not provided my correct IRD number. In the event of an underpayment of tax I will be obliged to pay the shortfall and additional tax (potential penalties and/or penalty interest) to IRD, and may have to file a tax return.)
8. I understand that the personal information I have provided on this form will be used to update my personal record with Whai Rawa.
9. If I am signing this application on behalf of someone else (including as a legal representative), I am lawfully able to provide the above declarations.

STATEMENT OF PERSONAL INFORMATION RIGHTS

This statement relates to information about you which you are providing on this application form to Mercer N.Z. Limited, as administrator of Whai Rawa ("Mercer"), Trustees Executors Limited, Whai Rawa Fund Limited, Te Rūnanga o Ngāi Tahu and any other person involved in the administration or management of Whai Rawa which from time to time may hold information about you now or in the future. Each recipient of personal information will ensure that the personal information it receives is held securely and will not disclose it to any other person, except for the purposes of administering or providing services in connection with Whai Rawa, the operations of Te Rūnanga o Ngāi Tahu and for any other purpose referred to in this statement which has been authorised by you or when required or authorised by law. The failure to provide the information sought may result in your application being declined. The Privacy Act 1993 gives you the right to access and request the correction of personal information held by the entities referred to above. The personal information will be used primarily to administer and provide services in connection with Whai Rawa, but may also be used to further the relationship between you and Te Rūnanga o Ngāi Tahu. This includes the provision of any products, services or information by Te Rūnanga o Ngāi Tahu which it considers may be of interest to you.

Signing and dating this section confirms you have read and understand the declaration outlined above.

I FULL NAME OF APPLICANT

of ADDRESS

confirm I have read and understood the above declaration.

SIGNED

DATE

Please note: If you are unable to print this form, either add an electronic signature or type your full name.

8. CHECKLIST

Before returning this form, please make sure that you have completed all sections of this form and have attached evidence where applicable. Please complete the following checklist to ensure you have completed all relevant parts of the application.

- Copies of payslips (3) or proof of income**
(e.g., WINZ letter, earnings records for 12 months if self employed)
- Redundancy notice and final payslip** if you or your spouse have been made redundant in the last 90 days
- Copies of bank account statements** (last 2 months)
- Section 6 is completed** with supporting evidence and proof of your bank account details attached
- Copy of residential rent agreement**
- Copy of overdue accounts and loans**
- Copy of credit card statements**
- A copy of your proof of address**
(dated within the last 6 months)
- Medical report and quote or invoice** for medical expenses
- Quote for any home modifications** required to meet special need arising from disability
- Section 7 is completed** – you have read and signed the declaration
- Other relevant information (list here)

Please complete and email to: whairawa@ngaitahu.iwi.nz