



Change of circumstances

 Use this form to tell us about any changes in your circumstances.

myIR You can update information online if you have a myIR account. Go to www.ird.govt.nz to register or log in.

 If you need help completing this form, call:

- New Zealand 0800 221 221
- Australia 1 800 504 042
- Any other country +64 9 984 2537

 More information about child support can be found on our website www.ird.govt.nz/childsupport

Your details

1 Your New Zealand IRD number (8 digit numbers start in the second box. 1 2 3 4 5 6 7 8)

2 Your name (Tick one) Mr Mrs Miss Ms

First name(s)

Surname

3 Your home address

Street address

Suburb and town or city Postcode

Country

4 Your postal address (if different from above)

Street address or PO Box number

Suburb and town or city Postcode

Country

Please tick if you prefer your child support mail to be sent to your postal address

5 Your contact details

Day Evening Mobile

Email

Please tick below to show the changes you want to tell us about:

- I am now living with the person I am paying child support to, or receiving child support from **go to Section 1**
- I have a child leaving my care or who no longer qualifies for child support **go to Section 2a**
- A dependent child has entered my care **go to Section 2b**
- The care arrangement I have for my child/children has changed **go to Section 3**
- I am now receiving a benefit from Work and Income **go to Section 4**
- Other changes **go to Section 5**

Section 1: Relationship details

6

Tick here if you are now living with the person you were paying child support to, or receiving child support from

Partner's full name

Date you started living together

Day	Month	Year

If you are a parent and you want the children from this relationship included as dependents for any other child support assessments, please complete Section 2b.

Section 2: Changes in details or care arrangements of children

Section 2a: Children leaving your care or no longer qualifying for child support

(These can be either qualifying or dependent children - see notes on page 5 for definitions of these.)

The following child/children have left my care or no longer qualify for child support:

7

Child 1

Name of child

IRD number

--	--	--	--	--	--	--	--	--	--

Child's date of birth

Day	Month	Year

Date of change

Day	Month	Year

Tick the reason for change

- | | | |
|---|---|--|
| <input type="checkbox"/> Child left care | <input type="checkbox"/> Child is working on average 30 hours or more a week, or receiving a benefit or student allowance | <input type="checkbox"/> Child has died |
| <input type="checkbox"/> Child lives in a marriage, civil union or de facto relationship | | <input type="checkbox"/> Child no longer lives in New Zealand and is not a New Zealand citizen (applies to qualifying children only) |
| <input type="checkbox"/> Child is 18 years of age and has left school before the end of the school year | | |

8

Child 2

Name of child

IRD number

--	--	--	--	--	--	--	--	--	--

Child's date of birth

Day	Month	Year

Date of change

Day	Month	Year

Tick the reason for change

- | | | |
|---|---|--|
| <input type="checkbox"/> Child left care | <input type="checkbox"/> Child is working on average 30 hours or more a week, or receiving a benefit or student allowance | <input type="checkbox"/> Child has died |
| <input type="checkbox"/> Child lives in a marriage, civil union or de facto relationship | | <input type="checkbox"/> Child no longer lives in New Zealand and is not a New Zealand citizen (applies to qualifying children only) |
| <input type="checkbox"/> Child is 18 years of age and has left school before the end of the school year | | |

9

Child 3

Name of child

IRD number

--	--	--	--	--	--	--	--	--	--

Child's date of birth

Day	Month	Year

Date of change

Day	Month	Year

Tick the reason for change

- | | | |
|---|---|--|
| <input type="checkbox"/> Child left care | <input type="checkbox"/> Child is working on average 30 hours or more a week, or receiving a benefit or student allowance | <input type="checkbox"/> Child has died |
| <input type="checkbox"/> Child lives in a marriage, civil union or de facto relationship | | <input type="checkbox"/> Child no longer lives in New Zealand and is not a New Zealand citizen (applies to qualifying children only) |
| <input type="checkbox"/> Child is 18 years of age and has left school before the end of the school year | | |

If you need to record more children, include their details on a separate piece of paper, giving the same details as for the children above, and attach it to this form. Please include your name and IRD number at the top of the page.

Section 2b: Dependent children

These are children in your care you don't pay or receive child support for. See the note on page 5 for more about dependent children.

You must be the parent of any dependent child, and may need to attach proof of parentage and date of birth.

All children must have an IRD number before we can add them to your child support. Read the notes pages if you need to know how to get one.

If you share the care of any children you name here you will also need to complete Section 3.

The following child/children are living with me:

10

Child 1

Name of child IRD number Child's date of birth Date of change
Day Month Year Day Month Year

Do you currently pay or receive child support for this child? Yes No
Is this child 18 or turning 18 and still attending a registered school within the next two months of filling out this form? Yes No

11

Child 2

Name of child IRD number Child's date of birth Date of change
Day Month Year Day Month Year

Do you currently pay or receive child support for this child? Yes No
Is this child 18 or turning 18 and still attending a registered school within the next two months of filling out this form? Yes No

12

Child 3

Name of child IRD number Child's date of birth Date of change
Day Month Year Day Month Year

Do you currently pay or receive child support for this child? Yes No
Is this child 18 or turning 18 and still attending a registered school within the next two months of filling out this form? Yes No

If you need to record more children, include their details on a separate piece of paper, giving the same details as for the children above, and attach it to this form. Please include your name and IRD number at the top of the page.

Section 3: Adding or changing recognised care

If you share the care of a child with another person, or the level of care has changed, please provide the details below. Please read the recognised care notes on page 6 for more information.

To work out your care levels use our online calculator at www.ird.govt.nz/childsupport

13

Child 1

Name of child IRD number Child's date of birth Date of change
Day Month Year Day Month Year

Your amount of care

Number of nights How often? Weekly Fortnightly Monthly Yearly

Full name of other carer

First name(s) Surname

Other carer's amount of care

Number of nights How often? Weekly Fortnightly Monthly Yearly

14

Child 2

Name of child IRD number Child's date of birth Date of change
Day Month Year Day Month Year

Your amount of care

Tick here if the care details for this child are the same as for the first child. If the care details are different, enter them in the fields below before going to the next question.

Number of nights How often? Weekly Fortnightly Monthly Yearly

Full name of other carer

First name(s) Surname

Other carer's amount of care

Number of nights How often? Weekly Fortnightly Monthly Yearly



15

Child 3

Name of child

IRD number

Child's date of birth

Day Month Year

Date of change

Day Month Year

Your amount of care

Tick here if the care details for this child are the same as for the first child. If the care details are different, enter them in the fields below before going to the next question.

Number of nights

How often?

Weekly

Fortnightly

Monthly

Yearly

Full name of other carer

First name(s)

Surname

Other carer's amount of care

Number of nights

How often?

Weekly

Fortnightly

Monthly

Yearly

Note: If your or the other carer's pattern of care for any child named in this form is not covered by the options above, please provide the care details in panel 16 below. If there are additional carers for any child, please provide their details on a separate piece of paper. Be sure to include the same details as shown here, and include your name and IRD number at the top of the page.

16

Please list any additional information that may help us work out recognised care levels - for example, if the arrangements are different for school holidays.

Section 4: Receiving a benefit (New Zealand resident customers only)

If you start receiving a benefit, Inland Revenue needs to ensure any child support deductions will be correctly made.

17

Tick here if you have started receiving a benefit from Work and Income

Now you are receiving a benefit from Work and Income, your child support payments will be deducted from your benefit. We will contact Work and Income to start deductions and will tell you when these are to begin. Until deductions start you must continue to pay your child support to Inland Revenue.

Please provide the following information:

Benefit type

Work and Income number

Date benefit started

Day Month Year

Payment day

Tuesday

Wednesday

Thursday

Section 5: Other changes

18

Please provide details of any changes in circumstances not covered elsewhere in this form.

Declaration

To the best of my knowledge, the information given on this form is true and correct.

Signature

Date

Please send this completed form to: Child Support, PO Box 39010, Wellington Mail Centre, Lower Hutt 5045



Privacy

Meeting your child support obligations means giving us accurate information so we can assess your liabilities and entitlements under the Child Support Act 1991.

We may also exchange information about you with:

- some government agencies
- another country, if we have an information supply agreement with them
- Statistics New Zealand (for statistical purposes only).

If you ask for the personal information we hold about you, we'll give it to you and correct any errors, unless we have a lawful reason not to. Call us on 0800 221 221 for more information. For full details of our privacy policy go to www.ird.govt.nz (search keyword: privacy).

Notes to help you complete this form

Qualifying children

These are the children that you are either paying or receiving child support for.

To qualify for child support, a child must be:

- under 18 years of age or 18 years of age and enrolled at and attending a registered school in New Zealand or an overseas school
- a New Zealand citizen or ordinarily resident in New Zealand.

The child **cannot** be:

- receiving a benefit or student allowance, or working 30 hours or more a week (on average)
- living with another person in a marriage, civil union or de facto relationship.

Dependent children

A dependent child is:

- your child by birth, legal adoption or for whom you are a legal step-parent (as declared by the Family Court)
- under 18 years of age or 18 years of age and enrolled at and attending a registered school in New Zealand or an overseas school and in your care, for example, living with you, or maintained as a member of your family but living somewhere else, eg, boarding school. If the child is living with you, you must be caring for the child at least two nights a week (28% of the time).

(See also the note below on "Who is a parent?")

A dependent child **cannot** be:

- receiving a benefit or student allowance, or working 30 hours or more a week (on average)
- living with another person in a marriage, civil union or de facto relationship
- a child in relation to whom any person is a liable parent or receiving carer, or for whom, under the law of another country, a person is required to make payments that are of the same nature as child support.

Who is a parent?

A parent is a person who:

- is the birth or legally adoptive parent of a child
- was married to the other parent when the child was conceived or born
- has acknowledged before a court, or in writing, that they are a parent of the child and a court has not overturned this
- has been declared a legal step-parent by the Family Court
- a court has made a paternity order against in respect of the child.

Proof of date of birth

You will need to supply one of the following for proof of date of birth:

- full New Zealand birth certificate
- overseas birth certificate
- passport
- certificate of New Zealand citizenship
- certificate of identity
- photo driver's licence
- 18+ card issued by the Hospitality Association.

Proof of parentage

You will need to supply one of the following for proof of parentage:

- the child's full New Zealand birth certificate
- the child's full overseas birth certificate (with a certified English translation if necessary)
- an adoption order for the child
- a paternity order for the child made by a New Zealand or overseas court
- a copy of the Family Court's declaration of step-parentage.

IRD numbers for children

If your child:

- doesn't have an IRD number, you'll need to apply for one. You can do this by completing an *Application for an IRD number - individual (IR 595)* form.
- doesn't have an IRD number and wasn't born in New Zealand, and isn't a resident of New Zealand, you don't need to provide or apply for an IRD number.

If we don't have an IRD number, your request to have these dependent children added to your child support can't be accepted.

Recognised care

The child support formula recognises the costs of raising a child and shares these costs between the parents based on their income and care. Care is recognised in the following situations:

- If a person provides more than 263 nights per year, or 5 nights a week on average (more than 72% of the time) of a child's care, this is the only care we take into account in the child support formula calculation.
- If a parent cares for the child at least 103 nights per year, or 2 nights per week (28% of the time) that care is taken into account in the child support formula calculation.
- A non-parent carer, eg, a grandparent, has care of a child for at least 128 nights per year, or 5 nights per fortnight (35% of the time).

Use our online calculator at www.ird.govt.nz/childsupport to work out your care levels. You can then print and attach it to this form.

Agreement or court order

If you have an agreement or court order detailing the care arrangements for your child/children, please send a copy with this form. We can use this to work out your recognised care level.

For more information about any of the above, please go to our website www.ird.govt.nz/childsupport