



Student Allowance Parents' Income worksheet

This worksheet is designed to be completed in conjunction with the Student Allowance Parents' form or One Parent Application.

Information for parents

We recommend that this worksheet is completed by the person responsible for the financial accounts of any legal entities the parents have an interest in or receive a financial benefit from (including, but not limited to, any business, partnership, company or trust). This may be your accountant or tax agent.

If the worksheet is completed by your accountant/tax agent then evidential support is not required with the worksheet; however if you are completing the worksheet we require evidence to support your declaration.

Parental income definition

Parental income for Student Allowance purposes is not based solely on a person's individual taxable income; it also includes other sources of income as outlined in the definition of Family Scheme Income in the Income Tax Act 2007, with some modifications.

The full definition of parental income is set out in Regulation 2 of the Student Allowances Regulations 1998, as follows:

parental income means, in relation to any person who is a parent in any tax year nominated by the chief executive as a relevant tax year for the purposes of assessment:

- a) if the person is or was resident in New Zealand throughout the year, the person's family scheme income for the year; and
- b) if at any time during the year the person is or was not resident in New Zealand, the sum of
 - (i) the person's family scheme income for the year; and
 - (ii) every foreign-sourced amount derived by the person in the year (each being an amount on which tax, whether a form of income tax or some other form of tax, that is or was payable in the State in which the amount was derived, the State in which the person was resident when the amount was derived, or both States).

Family Scheme income is also defined in regulation 2 as;

family scheme income has the meaning given to it by the definition of that term in section MA 8 of the Income Tax Act 2007 except that the calculation of the amount referred to in that definition must not include

- (a) any income described as exempt income in section CW 32 of that Act; or
- (b) to the extent that it would otherwise be included in family scheme income under that Act, any income of the kind referred to in section MB11 (1) of that Act derived by any dependent child (within the meaning of section YA 1 of that Act); or
- (c) any income of the kind referred to in section MB 12 of that Act.

For copies of the relevant legislation go to www.legislation.govt.nz

You can also view more information about Student Allowance and the application process at www.studylink.govt.nz

When completing this form you need to:

- ensure the parental income details sections are completed
- ensure the declaration page is signed and dated.

It is important that ALL sources of parents' income are declared.

Where to send this form

The easiest and fastest way to return your completed form to us is online using www.connect.co.nz Please remember to include the student's name and client number.

For more ways to contact us, visit our website www.studylink.govt.nz

Part 1: Personal details

1. What is the student's legal name?

This is their legal name as it appears on their Passport or Birth Certificate. This form can be used for more than one student from the same family.

First student

First name	Middle name(s)	Surname or family name

First student's date of birth

Day Month Year

Second student

First name	Middle name(s)	Surname or family name

Second student's date of birth

Day Month Year

Third student

First name	Middle name(s)	Surname or family name

Third student's date of birth

Day Month Year

2. What is the student's client number?

This is the number given to the student by StudyLink or Work and Income. This form can be used for more than one student from the same family.

First student | |

Second student | |

Third student | |

3. What are the parents' legal names?

These are your legal names as they appear on your Passports or Birth Certificates.

First parent

First name	Middle name(s)	Surname or family name

Second parent

First name	Middle name(s)	Surname or family name

Part 2: Parents' income details

Current annual gross income

Please provide us with your current annual gross income. If your income has not changed since the last complete tax year, we can accept those details as your current income.

Please state what tax year your income declaration is for:

From Day Month 2 0 Year To Day Month 2 0 Year

All income amounts (including all foreign sourced income) must be in New Zealand Dollars (NZ\$).

Income from all sources

We require evidence to support all declarations of income in the following table. Where the worksheet is completed by your accountant or tax agent and they have provided their details and signed the declaration page, evidence is not required.

Note: Losses are generally treated as NIL income and cannot be offset against other income sources. Please refer to the 'Parents' income fact sheet' for more information on the below income sources.

Income source table	First parent	Second parent
Salary and wages Any gross yearly salary/wages from an employer, including overtime and other taxable allowances.	\$	\$
Ministry of Social Development payments This includes any main benefits (for example, Jobseeker Support, Sole Parent Support, Supported Living Payment), Student Allowance or New Zealand Superannuation.	\$	\$
Shareholder salaries Any gross salary payments received from a company you have shareholdings in.	\$	\$
Interest Gross interest earned from any source.	\$	\$
Dividends Distributions received from a private or publicly listed company.	\$	\$
Accident compensation The amount you receive from Accident Compensation Corporation (ACC), a private insurer or employer.	\$	\$
Net rental income All gross profit made from all rental properties you own, less expenses incurred.	\$	\$
Business net income (sole trader) All gross income received by the business, less all expenses incurred.	\$	\$
Partnership net income Your proportion of gross income received by the partnership, less all expenses incurred by the partnership.	\$	\$
Income of major shareholders held in a closely held company For more information about calculating this income, please go to Inland Revenue's website: www.ird.govt.nz/income-tax-individual/income-adjust/major/	\$	\$
Director fees Fees distributed from a company to a director for services performed.	\$	\$
Trust beneficiary income All income distributed from a trust to a beneficiary.	\$	\$
Attributable trustee income (settlers only) All income for the year of a trust that has not been distributed as beneficiary income.	\$	\$

Income source table	First parent	Second parent
Trustee fees All fees distributed from a trust to a trustee for services performed.	\$	\$
Personal drawings Any payments withdrawn from any entity for personal use in addition to the salary or profit.	\$	\$
Other payments that exceed \$5,000.00 Payments received from any other source and used for your family's usual living expenses or to replace lost or diminished income.	\$	\$
Income from boarders Taxable income from boarders as defined by Inland Revenue.	\$	\$
Tax exempt income Salary and wages exempt from income under specific agreements in New Zealand.	\$	\$
Pensions and annuities Overseas pensions and 50% of the amount of any pension or annuity payments from life insurance or a private superannuation fund/retirement savings schemes (not including New Zealand Superannuation).	\$	\$
Attributable fringe benefits Fringe benefits provided by a company you hold voting interest of 50% or more in.	\$	\$
Salary exchanged for private use of an employer-provided motor vehicle The amount of the reduction in your salary when agreeing to a lower salary in exchange for use of a company motor vehicle.	\$	\$
Employer provided short-term charge facilities The amount of short-term charge facilities where it is not already included in your taxable income.	\$	\$
Portfolio Investment Entity income (PIE) Includes taxable and non-taxable income attributed by a Portfolio Investment Entity.	\$	\$
Income equalisation scheme deposits Includes any deposits made to Inland Revenue as a part of an income equalisation scheme and any interest earned on those deposits. Withdrawals from the scheme are not considered income.	\$	\$
Other sources of income If there are any further income sources not included above (i.e. non-NZ tax resident overseas taxable income) please state here. This includes where you might have directly or indirectly deprived yourselves of income (which would result in the student getting a Student Allowance or payment at a higher rate).	\$	\$
TOTAL INCOME: The total of ALL income noted in this Income source table	\$	\$

Income offsets

For Student Allowance parental income purposes, offsets of losses between entities generally cannot occur. Where any offsets have occurred as part of calculations above, please explain why this is allowable under section MB 3(3) of the Income Tax Act 2007.

Privacy statement

The Ministry of Social Development includes Work and Income, MSD Housing Assessment, Senior Services, StudyLink and other service lines. The legislation administered by the Ministry of Social Development allows us to check the information that you give us. This may happen when you apply for assistance and at any time after that. The Privacy Act 1993 requires us to tell you why we collect the information and what we will do with it.

Why we collect information

The information you give us or your Contracted Service Provider¹ is collected under the authority of the legislation administered by the Ministry of Social Development and will be held by the Ministry of Social Development and/or your Contracted Service Provider.

The information is collected for the purposes of the legislation administered by the Ministry of Social Development including:

- granting benefits and other assistance under the Social Security Act 1964
- granting student loans and student allowances under the Education Act 1989
- delivering superannuation services under the New Zealand Superannuation and Retirement Income Act 2001 and the Veterans' Support Act 2014
- assessing eligibility for social housing and calculating income-related rents under the Housing Restructuring and Tenancy Matters Act 1992
- care and protection needs of children under the Children, Young Persons and their Families Act 1989
- providing support and services for you and your family in relation to employment, education and housing
- assessing whether you and/or your partner (if you have one) may be entitled to an overseas pension, benefit or allowance.

MSD may also use the information for statistical and research purposes, and for providing advice to Government.

The Ministry of Social Development and your Contracted Service Provider will exchange information about you in order to provide you with your correct financial assistance and other services. Your Contracted Service Provider may collect information from other agencies where that information is relevant to the services that the Contracted Service Provider is providing you.

You are not required to give the Ministry of Social Development or your Contracted Service Provider information, but if you do not give them, or us, all the information we ask for, your application for benefits and other assistance may be declined.

¹The term Contracted Service Providers has the meaning given by section 125A(1), Social Security Act 1964, and references to Contracted Service Provider in this privacy statement only apply where one has been assigned to you.

We may use information for social housing

Information you give us when you apply for assistance, and at any time after that, may also be used for social housing purposes² under the Housing Restructuring and Tenancy Matters Act 1992, including reviewing your eligibility for social housing or your income-related rent.

²Social housing is subsidised housing available to people in the greatest need of housing for the duration of their need. It is provided by Housing New Zealand and approved community housing providers.

We may contact health providers

The Ministry of Social Development or your Contracted Service Provider may contact health providers to check any health related information you give us.

We may compare the information you give us with information held by other agencies

The information you give us, or your Contracted Service Provider, may be compared with information held by other agencies such as Inland Revenue, the Ministry of Education, the Ministry of Justice, New Zealand Defence Force, Department of Corrections, New Zealand Customs Service, Department of Internal Affairs, Accident Compensation Corporation, Housing New Zealand Corporation, Ministry of Health, New Zealand Qualifications Authority, Tertiary Education Commission, Student Job Search, education providers, and Immigration New Zealand. It may also be compared with social security information (for example, pension or benefit information) held by other governments (including Australia, the Netherlands and Malta).

We may share information with Inland Revenue

Under the Tax Administration Act 1994, if you have dependent children, the information you give us, or your Contracted Service Provider, 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 Ministry of Business, Innovation, and Employment, Statistics New Zealand, the Ministry of Justice, the Accident Compensation Corporation, and the Ministry of Education
- disclose your personal information to your partner.
- We may give information to employers, childcare providers, service providers and social housing providers

The Ministry of Social Development or your Contracted Service Provider may:

- give employers (and recruitment agencies, immigration advisors and immigration consultants acting on behalf of employers) information about you to find you employment and contact the employer to discuss the result of any job interview that you are referred to
- share information with childcare centres to administer your entitlement to childcare assistance
- give information about you to the Tertiary Education Commission, Workbridge, training providers, education providers, career services or other agencies that have a formal agreement to provide services on behalf of the Ministry of Social Development.
- share information about you with social housing providers (such as Housing New Zealand) to administer your housing-related assistance.

We may use your information to give you a better service

Other information that you give us or your Contracted Service Provider (for example, on your skills, aspirations, family circumstances) that is not required to assess your entitlement to a benefit may be used by us or your Contracted Service Provider to provide a better service to you.

You have the right to see your information and ask for it to be corrected

Under the Privacy Act 1993 you have the right to ask to see all information we, or your Contracted Service Provider, hold about you and to ask them, or us, to correct that information.

Part 3: Declaration

Parents' declaration

I confirm that the information that I have provided is true and I have not left anything out. I understand that I may be asked to provide further proof to support the income details that I have given. I understand that StudyLink reserves the right to review the information I have provided and that I may be prosecuted if I make a false or misleading statement in this form, which includes leaving anything out. I acknowledge that I have read and understood the Privacy Statement.

Note: if both parents have income declared on this worksheet, both parents need to sign this declaration.



First parent's signature

<input type="text"/>	<input type="text"/> <input type="text"/> Day	<input type="text"/> <input type="text"/> Month	<input type="text"/> 2 <input type="text"/> 0 <input type="text"/> <input type="text"/> Year
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Second parent's signature

<input type="text"/>	<input type="text"/> <input type="text"/> Day	<input type="text"/> <input type="text"/> Month	<input type="text"/> 2 <input type="text"/> 0 <input type="text"/> <input type="text"/> Year
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First parent accountant details

Please tick this box if you give permission for StudyLink to contact your accountant/tax agent if we have any further questions or require further evidence.

Please confirm your accountant/tax agent details below:

First name	Surname or family name	Business name (if applicable)
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Second parent accountant details

Please tick this box if you give permission for StudyLink to contact your accountant/tax agent if we have any further questions or require further evidence.

Please confirm your accountant/tax agent details below:

First name	Surname or family name	Business name (if applicable)
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Declaration for Accountant/Tax Agent

If you have completed/provided the income information on this worksheet and you are the accountant/tax agent of the parent/s, please provide your details and sign below.

First name	Surname or family name	Business name (if applicable)
<input type="text"/>	<input type="text"/>	<input type="text"/>

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



Accountant's/Tax Agent's signature

<input type="text"/>	<input type="text"/> <input type="text"/> Day	<input type="text"/> <input type="text"/> Month	<input type="text"/> 2 <input type="text"/> 0 <input type="text"/> <input type="text"/> Year
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Parents' income fact sheet

For more information on Parental income, please refer to 'Parents' income – Student Allowance definition' in the glossary section on the StudyLink website: www.studylink.govt.nz

Offsetting income losses – MB 3 of Income Tax Act 2007

For Student Allowance parental income purposes, where a loss has occurred, it is generally regarded as nil income: an exception does exist to this rule. Where a parent has multiple business or investment activities of a kind that are normally associated with each other, a loss from one activity may be able to be offset against the profit from the other activity.

Ministry of Social Development payments

This is the gross amount of any income from a main benefit that you receive from Work and Income, New Zealand Superannuation or from a Student Allowance.

Note: A main benefit includes, Jobseeker Support, Sole Parent Support, Supported Living Payment, Emergency Benefit, Unsupported Child's Benefit, Youth Payment and Young Parent Payment. Any supplementary assistance you receive (e.g. Accommodation Supplement) is not included as income.

Salary/Wages

This is the total amount of any salary or wages (taxable or non-taxable) you are paid by an employer. This includes paid parental leave and overseas salary and wages. This does not include non-taxable allowances or any wages you draw from a business, partnership or company you operate.

Shareholder salaries

This is the gross salary or remuneration distributed from a company to a shareholder for services performed. This is paid before the final net profit is determined. This is listed as an expense from the company.

Interest

Gross interest earned from any source. This includes any money earned from an interest bearing bank account.

Dividends

Dividends are part of a company's profit that is passed on to its shareholders. These are paid to shareholders according to the proportion of the company they own. Unit trusts are treated as companies for tax purposes and unit trust distributions are treated as dividends.

Accident compensation

Any ongoing gross payments paid to you as a result of an accident/injury. This does not include compensation for a loss other than for a loss of income or any lump sum compensation under the Accident Compensation Act 2001.

Net rental income

This is the net income (gross income less expenses) made from all rental properties that you own. Income from rental properties that

are part of a business or trust must be included in any business or trust income declared.

Business net income (Sole Trader)

This is the gross amount of any income that is received as a result of business activity less all expenses.

Partnership net income

Your proportion of net income (gross income less expenses) received by the partnership.

Director fees

All fees distributed from a company to a director for services performed.

Income of major shareholders held in a closely held company

A closely held company is a company where at any time there are five or fewer people whose voting interests in the company is more than 50% or, if market value circumstances exist for the company, there are five or fewer people whose market value interest in the company is more than 50%.

If a parent is a major shareholder in a closely held company, the income is the greater of either zero or the amount calculated using the following formula:

(parents' interest + attributed interest) x (income – dividends)

Attributable trustee income

(MB 7 of the Income Tax Act 2007)

All income for the year of a trust that has not been distributed as beneficiary income is income attributed to the settlors of the trust. Generally a settlor is a person who transfers value in cash or kind to the trust for the benefit of the beneficiaries. You are also a settlor if you provide financial assistance to a trust (or for the benefit of the trust) with an obligation to pay you back on demand, and you don't ask the trust to pay you back or you defer making the request for repayment.

Trust beneficiary income

All income distributed from a trust to a beneficiary.

Trustee fees

This is any income paid to you from a trust as trustee for services performed.

Personal drawings

Any payments withdrawn from any entity for personal use in addition to the salary and profit paid to you.

Other payments exceeding \$5,000.00 a year

(MB 13 of the Income Tax Act 2007)

Payments received from any other person used for your family's usual living expenses or to replace diminished income can be considered income. These are payments that were used for something you and your family would otherwise have paid for yourselves.

Note: There are exclusions that are outlined under MB 13 (2) of the Income Tax Act 2007.

Income from boarders

The Inland Revenue website outlines what amount of any declared boarding payments are deemed to be taxable. This amount will depend on the costs incurred and payments received. Please see Inland Revenue's website for more information www.ird.govt.nz.

Tax exempt income

(MB 1(2) of the Income Tax Act 2007)

This includes salary and wages exempt from income under specific international agreements in New Zealand. It includes employees of international organisations such as the United Nations or the Organisation for Economic Cooperation and Development (OECD) or under the Diplomatic Privileges and Immunities Act 1968.

Pensions and Annuities

(MB 5, 6 and 10 of the Income Tax Act 2007)

This includes overseas pensions (state NZ\$). Also, 50% of the amount of income, pensions or annuities from a life insurance policy or private superannuation fund. This may also include certain distributions from retirement saving schemes or private superannuation schemes before the retirement age (65 years old). Please see Inland Revenue's website for more information www.ird.govt.nz.

Attributable fringe benefits

(MB 8 of the Income Tax Act 2007)

The value of any attributable fringe benefits received and the fringe benefit tax paid by the company is required to be declared by all shareholder-employees if you hold voting interest of 50% or more in a company.

Salary exchanged for private use of an employer-provided motor vehicle

(MB 7B of the Income Tax Act 2007)

From 1 April 2014, if you agreed to a lower salary in exchange for private use of a company motor vehicle, the amount of your salary reduction is treated as part of your income. If the use of the vehicle just comes with the job then do not include the value.

Employer-provided short-term charge facilities

(MB 7B of the Income Tax Act 2007)

As of 1 April 2014, if your employer is providing you with a short-term charge facility that allows you to buy, hire, or charge goods or services at a discounted rate this can be treated as income. It would be considered income if the benefits are either more than 5% of your salary and wages, or \$1,200.

Portfolio Investment Entity Income (PIE)

(MB 1(5) of the Income Tax Act 2007)

This includes an amount of taxable or non-taxable income attributed by a PIE fund to you, except if the PIE fund is a 'locked-in' superannuation fund or retirement savings scheme (e.g. KiwiSaver).

Income equalisation scheme deposits

(MB 9 of the Income Tax Act 2007)

The income equalisation scheme allows you to deposit income from farming, fishing or forestry to Inland Revenue. The amount deposited into the income equalisation scheme is considered income and any interest earned on those deposits.

Withdrawals from the scheme are not considered income.

Adverse events and forest thinning operations income equalisation schemes.

Withdrawals from adverse events income equalisation schemes and forest thinning operations income equalisation schemes are parental income as they are taxable.

Deposits are not parental income.

Note: Generally refunds (excluding interest) are not considered income.