

Terms & Conditions

- I certify that I am the person above.
- I certify that the IRD number given above is my own.
- I have supplied all interest, dividends, and/or Maori authority income details (and any other income Inland Revenue may not be aware of).
- I have supplied all receipts of donations, childcare and housekeeper paid (if requesting a tax credit).
- I am aware that I may be required to provide more information as requested by The Recapture Refunds Trust in order to accurately prepare and file a tax return if I have income other than salary or wages, and agree to do so on a timely basis.
- **I agree to have a 15% fee deducted from my Personal Tax Summary refund(s)/tax credit(s)** by The Recapture Refunds Trust for their services (if gross refunds total over \$30). E.g. \$63 fee on an average total gross refund of \$420.
- If I have received **withholding payments, other income**, was **overseas for part of a year**, or have **outstanding tax returns**, I am aware there is a **minimum \$120 fee to file a basic IR3 Tax Return** (% fee does not apply for that year). If this results in tax to pay I agree to pay The Recapture Refunds Trust for the fees owed to them within 30 days of receipt of invoice. I also agree to be responsible for any costs incurred in the collection of unpaid fees.
- If I have received **rental income**, business **income**, or was **self employed**, I am aware there is a **minimum \$250 fee to prepare accounts and file associated tax returns** for each year (% fee does not apply for that year). If this results in tax to pay I agree to pay The Recapture Refunds Trust for the fees owed to them within 30 days of receipt of invoice. I also agree to be responsible for any costs incurred in the collection of unpaid fees.
- **If I owe any money (arrears) to Inland Revenue** (in child support or tax) and it does not allow for The Recapture Refunds Trust fee to be deducted from the total gross refund (as Inland Revenue may automatically deduct your arrears from your refund first), **I agree to pay The Recapture Refunds Trust for the fees owed to them within 30 days of receipt of invoice**. I also agree to be responsible for any costs incurred in the collection of unpaid fees.
- Whilst I am a client of The Recapture Refunds Trust I will inform them if there is any change to my personal details (e.g.name, address, phone number, email, bank account).
- I certify that the above information is correct and that The Recapture Refunds Trust accepts no responsibility for the accuracy of the information on which the refund/tax credit is prepared.
- I also understand that the refund/tax credit has been prepared for my purposes and at my request and that neither The Recapture Refunds Trust nor any of their employees accept any responsibility on any ground whatsoever, including liability in negligence, to any other person.

Approved Forms of ID for individuals 16 years and over are:

- New Zealand Driver's Licence
- New Zealand Passport (please scan/copy the pages showing photo, name and specimen signature)
- Overseas passport with New Zealand immigration visa/permit (please scan/copy the pages showing photo, name any pages showing current work, visitor permits, or residency documentation and a specimen signature) or call Inland Revenue on 0800 227 774 for exempt list
- New Zealand firearms or dealers' licence
- New Zealand 18+ card
- International Drivers' Permit (issued by a member country of the UN Convention on Road Traffic)
- New Zealand certificate of identity (issued by Department of Labour or Department of Internal Affairs)

Approved Forms of ID for a child under 16 years old:

- Full New Zealand birth certificate issued on or after 1 January 1998. Birth Certificates issued after 1 January 1998 carry a unique identification number. If you hold a birth certificate issued before 1 January 1998 and wish to hold a birth certificate with a unique identification number contact the Department of Internal Affairs.

PLUS

- Full proof of the parent or guardian identity by providing one legible scanned copy of an identity document which must contain a photo as listed above.

Please Post to (no stamp required):

FreePost RECAPTURE REFUNDS
PO Box 9085
Bell Block
New Plymouth 4351

OR Fax to:

(06) 929 3572

OR Scan and Email to: apply@recapturerefunds.co.nz