

Declaration of Authority to Act as a Representative



Complete this form if you would like to appoint a representative to act on your behalf with WooHoo NZ Tax Refunds. Please ensure you have read and understood all of the information contained on this form before continuing. Both you and your representative are required to sign this form.

What Is a Representative?

A representative is someone who can act on your behalf when dealing with us. Once you nominate a person to be a representative, you're still responsible for anything they do on your behalf, so it is important that you choose your representative carefully.

Things you need to consider include:

- How long have you known the nominated person?
- Do you trust the nominated person to always act with your best interests in mind?
- Will the nominated person keep you informed as to what they are doing for you?

You can stop your nominated person from being your representative at any time. To do this, you need to contact us by phone and inform us of your decision. If you do this, you will need to act for yourself, or appoint another representative.

What Can Your Representative Do?

- Access and update your personal information in your WooHoo account.
- Access and update your payment preference, including your bank account.
- Receive any past or present service related correspondence from us or IRD that's stored in your WooHoo account.
- Act on your behalf in cases relating to your tax and/or your WooHoo account.

How to Authorise Your Representative

Simply complete all the information in this form, making sure you and your representative have both signed and dated.

Once this is done, you'll need to either scan and email, or post, the document to us. Email details and our postal address are available at the end of this document.

Your Details

First Name(s)

Last Name

WooHoo ID or IRD Number

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Date of Birth

DD / MM / YYYY

Contact Information

Email	<input type="text"/>		
Phone	<input type="text"/>	Mobile	<input type="text"/>
Address 1	<input type="text"/>		
Address 2	<input type="text"/>	Suburb	<input type="text"/>
City	<input type="text"/>	Postcode	<input type="text"/>

Representative's Details

First Name(s)	<input type="text"/>		
Last Name	<input type="text"/>		
WooHoo ID or 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"/> <input type="text"/> <input type="text"/> <input type="text"/>	Date of Birth	<input type="text" value="DD / MM / YYYY"/>

Representative's Contact Information

Email	<input type="text"/>		
Phone	<input type="text"/>	Mobile	<input type="text"/>
Address 1	<input type="text"/>		
Address 2	<input type="text"/>	Suburb	<input type="text"/>
City	<input type="text"/>	Postcode	<input type="text"/>

Duration of Representative's Authority

How long do you want your nominated person to have authority to act on your behalf? Please only select a start and end date, or until further notice.

Start Date	<input type="text" value="DD / MM / YYYY"/>	End Date	<input type="text" value="DD / MM / YYYY"/>
Or, until further notice	<input type="radio"/>		

Your Declaration

I agree to the appointment of the representative that I've named in this form. The information I have provided is true and correct.

Your Signature	<input type="text"/>	Date	<input type="text" value="DD / MM / YYYY"/>
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Representative's Declaration

I agree to act as the representative for the person named in this form and make decisions in their best interest. The information I have provided is true and correct.

Signature

Date

DD / MM / YYYY

Additional Comments

If there's anything else you'd like us to know about assigning your representative, or have any questions you'd like us to answer, then please comment in this section and we'll be in touch if necessary.

We're Here to Help

If you have any questions please contact us on **0800 03 04 05** or live chat to our support team directly at **woohoo.co.nz**.

Contact Information

Postal Address

NZ Tax Refunds Ltd, PO Box 28125,
Christchurch 8242, New Zealand

Phone

0800 03 04 05
(+64 3 982 9504)

Email

team@woohoo.co.nz

Fax

(03) 982 9505