

40115384715  
Meryl George  
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Johnsonville  
WELLINGTON 6037

Client number 403 599 810  
6 February 2013 05:44:38

Dear Meryl

### **About your Student Allowance application**

We still need more information to finish processing your application for a Student Allowance.

### **Act now if you still want a Student Allowance!**

We need:

- a statement from your parents of any taxable income they have and how much it is
- proof of your parents' annual income before tax. This could be recent payslips - you need to provide at least 4 weeks of income, a letter from your employer or accountant stating your income before tax, a letter from your bank for any interest earned, or any other organisation you get taxable income from. If your income hasn't changed since the last complete financial year you can provide evidence of this income, for example, your income tax summary from Inland Revenue.
- if one parent has nil annual taxable income then no evidence is required. However, if you are separated or if both parents have nil taxable annual income, we need to see proof of this nil income. This could be their latest IRD Summary of Earnings, an IRD Personal Tax Summary or an original or verified copy of a statement or letter from Inland Revenue or your accountant verifying the nil income\*.

\*We need to see the original document or a copy signed by someone like a StudyLink or Work and Income staff member, officer of a tertiary education provider, school principal or Justice of the Peace (listed in the Yellow Pages) who has seen the original. They must print their name and title on the copy and write that it is a true copy. We'll return originals to you by tracked courier.

To complete your application you still need to:

sign the enclosed 'Student's form'

get your parents to sign the 'parents' form'. In case you haven't already got one of these, we have attached one for you. If you have sent your parents' form to us recently, we'll contact them directly if we need any further information.

We need to have this information by the end of the course for which you have applied for this Student Allowance or your Student Allowance application will be declined. If you don't want your Student Allowance, please call us on **0800 88 99 00** and let us know.

### **Need help?**

Our website **[www.studylink.govt.nz](http://www.studylink.govt.nz)** has more information and you can use our "Ask a question" page on the site. We're updating the information all the time using the questions we get asked most often by students. You can also call us on **0800 88 99 00**. Please have your client number handy.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Wendy Beban', with a long horizontal line extending to the right.

Wendy Beban  
National Manager  
Service Delivery  
StudyLink