

# Statement of Financial Position

## Notes

- Please answer questions to the best of your ability. Estimates are required if accurate information is not available.
- Your partner may be required to complete the 'Financial statement of partner' section of this form.
- When requested, you will be required to supply evidence of your financial position.
- If you need help to complete this form, please contact your local Legal Aid Office.

## Personal details of applicant

Please PRINT clearly

**1. What is your name?**

**2. What is your home address?**

  
 postcode:

**3. What is your mailing address? (if different from above)**

  
 postcode:

**4. What are your contact telephone and email details?**

Home phone

 ( )

Work phone

 ( )

Mobile phone

 ( )

Other contact phone

Whose phone number is this? (write name)

Email address(es)

If you do not have a phone, give the number of a friend we can call if we need to contact you

## Partners & Children

Also include children not living with you but who you support financially

A partner is:

- a wife or husband
- a civil union partner
- a de facto partner (someone with whom you have a relationship in the nature of marriage)

**5. Do you have any financially dependent children?**

 No  Yes → How many?  → How many live with you? 

**6. Do you have a partner?**

 No  Yes → Name of partner   
 → Partner's date of birth 

**Your partner must also:**

- Complete the 'Financial statement of partner' section on pages 7 to 10.
- Read the privacy, acknowledgement, consent and confirmation statements (on page 10).
- Sign and date this form.

Work and Income

IMPORTANT INFORMATION

'Extra help' payments from Work and Income are not counted as income for working out legal aid eligibility, eg:

- Accommodation Supplement
- Emergency Benefit
- Disability Allowance
- Special Benefit
- Child Disability Allowance

and other special assistance payments

7. In the last 12 months did you get paid any of the benefits listed below?

No → Go to question 9

Yes → Tick one or more below

	For how many months in the last year?	Tick if you are still getting this payment	Benefit stopped month year
<input type="checkbox"/> Jobseeker Support ↳ Please tick if one of the following applies to you	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/> Sole parent			
<input type="checkbox"/> Single, 18-19, at home			
<input type="checkbox"/> Single, and received the Domestic Purposes Benefit woman alone or Widows Benefit woman alone, before 15 July 2013			
<input type="checkbox"/> Sole Parent Support	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/> Supported Living Payment	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
↳ <input type="checkbox"/> Please tick if sole parent			
<input type="checkbox"/> Youth Payment	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/> Young Parent Payment	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
↳ <input type="checkbox"/> Please tick if 16-17, supported by parents earning less than the Family Tax Credit threshold			
<input type="checkbox"/> NZ Superannuation	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/> Veterans Pension	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

8. Do you have a current Work and Income client number?

No  Yes → Write your number here

Wages & salary

9. In the last 12 months did you get any wages or salary?

No → Go to Question 10  Yes → Give details below

This includes income from full-time, temporary, casual, seasonal or part-time work over the last year

	Hourly rate before tax	Hours normally worked in a week	or	Gross annual income (before tax and other deductions)	Months worked in the last year	Tick if still employed	or	Employment ended month year
Current main employer → (also complete main job details in 9a below)	\$ <input type="text"/>	<input type="text"/>	or	\$ <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	or	<input type="text"/>
<b>2</b>	\$ <input type="text"/>	<input type="text"/>	or	\$ <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	or	<input type="text"/>
<b>3</b>	\$ <input type="text"/>	<input type="text"/>	or	\$ <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	or	<input type="text"/>
<b>4</b>	\$ <input type="text"/>	<input type="text"/>	or	\$ <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	or	<input type="text"/>

continue on a separate sheet if necessary

9a. For your current main job, complete details below:

You will need to attach proof of income, eg pay slip

Name of employer

Employer address

Your work email address

How often do you get paid?  Weekly  Fortnightly  4 weekly  Calendar monthly

When is your next pay date?   
day/month/year

**Business & trusts**

10. In the last 12 months did you get any income from being:

- Self-employed?  No  Yes →  
 A partner in a business?  No  Yes →  
 A director of a company?  No  Yes →

**You will need to include a copy of your latest set of annual accounts (unless sent to us previously)**

11. Do you have any interest in a Trust (this includes if you are a Settlor, Trustee or Beneficiary?)

- No  Yes →

**You will need to complete and attach the Trust form (unless sent to us previously go to [www.justice.govt.nz](http://www.justice.govt.nz) to download the form or contact Legal Aid)**

**Other income**

12. In the last 12 months did you get any other income or one off payments?

**Working for Families Tax Credit**

*If you have received or could receive a lump sum payment instead of instalments, state the amount that relates to the last 12 months.*

- No  Yes → Give details below

	Amount of each payment	How often do you get payments? (eg weekly, fortnightly, monthly, yearly)	Is the amount of payment: before tax? after tax?	How many months in the last year did you get this payment?	Tick if you still get this payment
Working for Families Tax Credit <small>see note above</small>	\$		<input checked="" type="checkbox"/> before tax? <input type="checkbox"/> after tax?		<input type="checkbox"/>
Child Support or maintenance	\$		<input checked="" type="checkbox"/> before tax? <input type="checkbox"/> after tax?		<input type="checkbox"/>
Paid parental leave	\$		<input type="checkbox"/> before tax? <input type="checkbox"/> after tax?		<input type="checkbox"/>
ACC weekly compensation	\$		<input type="checkbox"/> before tax? <input type="checkbox"/> after tax?		<input type="checkbox"/>
Student allowance	\$		<input type="checkbox"/> before tax? <input type="checkbox"/> after tax?		<input type="checkbox"/>
Redundancy or termination payment	\$		<input type="checkbox"/> before tax? <input type="checkbox"/> after tax?		<input type="checkbox"/>
Insurance or super scheme payment	\$		<input type="checkbox"/> before tax? <input type="checkbox"/> after tax?		<input type="checkbox"/>
Rental income from other property	\$		<input type="checkbox"/> before tax? <input type="checkbox"/> after tax?		<input type="checkbox"/>
Income from 3 or more boarders	\$		<input type="checkbox"/> before tax? <input type="checkbox"/> after tax?		<input type="checkbox"/>
Interest and dividends	\$		<input type="checkbox"/> before tax? <input type="checkbox"/> after tax?		<input type="checkbox"/>
Value of goods/services received regularly instead of income <small>eg free accommodation</small>	\$		<input type="checkbox"/> before tax? <input type="checkbox"/> after tax?		<input type="checkbox"/>
Other - please state below	\$		<input type="checkbox"/> before tax? <input type="checkbox"/> after tax?		<input type="checkbox"/>

**No income**

13. If you have not received any income, how have you been financially supported over the last 12 months?

**Change of income**

14. Is your income likely to change in the next 12 months?

- No  
 Yes →

Why would it change?

How much do you think your income will be over the next 12 months?

\$   before tax  after tax

For example, you will be:

- retiring from work
- going on parental leave
- going on study leave
- changing or starting a job

### Home ownership

15. Do you own, part own or have an interest in a home?

No  Yes → Give details below

Relationship to you eg:

- current partner
- former partner
- trust
- company

Who is named as the legal owner(s)?

Relationship to you  
(if other persons)


Address of home


What is the estimated market value? \$

What is the amount of any remaining mortgage(s)? \$

What is your share of ownership in this home? (eg 50%) %

If you own this home with someone else, please show the total market value. Market value is what this home could sell for today.

**When requested you will need to supply a copy of the rates notice**

### Other property or land

16. Do you own, part own or have an interest in other property or land?

No  Yes → Give details below

Relationship to you eg:

- current partner
- former partner
- trust
- company

Who is named as the legal owner(s)?

Relationship to you  
(if other persons)


Address of property or land


What is the estimated market value? \$

What is the amount of any remaining mortgage(s)? \$

What is your share of ownership in this home? (eg 50%) %

If you own this property or land with someone else, please show the total market value. Market value is what this property or land could sell for today.

**When requested you will need to supply a copy of the rates notice**

### Vehicles

17. Do you own or part own any vehicles?

No  Yes → Give details below

Vehicles could include car, truck, motorcycle, boat, caravan, motor home.

	Make and Model	Year	Registration Number	Market value	Money owing
Main vehicle for personal use				\$	\$
Other vehicle				\$	\$
Other vehicle				\$	\$

### Money & investments

18. Do you have any money or investments?

No  Yes → Give details below

DO NOT include equity in a business or trust - we will work out this amount for you based on the set of accounts you give us.

	Current value
Cash, savings, term deposits	\$
Shares, bonds, debentures	\$
Money owed to you	\$
Retirement or superannuation scheme (please do not enter your Kiwi Saver information)	\$
Other investments (eg artworks, antiques)	\$

**Household items**

19. Do you own any personal or household item, which could be sold for more than \$1,000?

No  Yes → Give details below

Household and personal possessions could include

- clothing
- furniture
- appliances

List items which could be sold for more than \$1000 each	Estimated resale value
	\$
	\$
	\$

**Tools of trade**

20. Do you own any equipment or tool you use for work which could be sold for more than \$1,000?

No  Yes → What is the total estimated resale value? \$

**Loans & debts**

21. Do you owe any money?

No  Yes → Give details below

DO NOT include amounts that you have declared as owing under property and vehicle questions

**When requested you will need to supply proof of these debts**

	Amount currently owing
Bank overdraft and/or personal loan	\$
Credit cards/store cards	\$
Hire purchase	\$
Money owed to government agencies (eg fines, IRD, Work and Income, Student loan)	\$
Money owed to other people	\$
Other debts (eg medical, school fees, phone, power)	\$

**Other financial information**

22. During the last 12 months, have you sold, transferred ownership or given away any money or property worth more than \$3,500?

No  Yes → Give details below

continue on a separate sheet if necessary

23. Are there other financial circumstances you would like considered when we assess your application?

No  Yes → Give details below

continue on a separate sheet if necessary

**Acknowledgement, consent and confirmation by aided person**

**Privacy Statement**

- The Legal Services Commissioner (“the Commissioner”) will collect or disclose personal information about you to meet its responsibilities under the Legal Services Act 2011, associated regulations and/or any other relevant statute or court order.
- This information may be used for statistical and/or research purposes and in this context will not individually identify you.
- Under the Privacy Act 1993 you have the right to have access to all information held about yourself, and to request correction of that information.
- It is not compulsory for you to provide the Commissioner with information, but if you do not provide all the information requested, your application may not be able to be assessed, or may be declined.

**I acknowledge that:**

- I may be required to provide evidence to support the information I have supplied in this application.
- The Commissioner will assess my financial means for a repayment and as a result I may be required to repay some or all of my legal aid.
- Interest will be charged on all my legal aid debt still outstanding 6 months after my debt is finally determined.
- If I fail to meet my repayment obligations the Commissioner may:
  - send my debt to a collection agency
  - use a deduction notice to automatically deduct payments from my benefit, employment income or bank account.

- Legal aid may be refused if I have any debt from a previous legal aid grant that is in arrears.
- Any assets and property that I own may be the subject of a charge in favour of the Commissioner to cover some or all of my required repayment amount. This includes any interest charged on my debt.
- Any assets and property including money or property that I receive or retain as a result of the proceedings are the subject of a charge in favour of the Commissioner to cover all or some of my legal aid.
- I must notify the Commissioner immediately of any change to my address, or if my income or assets (disposable capital) increase while I am receiving legal aid or have a debt to the Commissioner.
- I understand that I must provide up-to-date information in any enquiry into my financial means while I am receiving legal aid or have a debt to the Commissioner.
- It is an offence, for which I am liable on conviction to a fine, to:
  - fail without reasonable excuse to furnish information, or answer questions, or produce any document or thing, when I am required to do so under the provisions of the Legal Services Act 2011 or associated regulations
  - knowingly provide false and misleading information, or answer any question in a false and misleading way and
  - intentionally avoid payment to the Commissioner of any proceeds of proceedings.
- Paying my lawyer the legal aid user charge.
- The Commissioner contacting Work and Income or any other third party to obtain verification of my financial means, bank account, employer or address and phone number. That is, I give my permission for:
  - the Commissioner to verify my benefit income statement with Work and Income, and for Work and Income to provide information about my benefit income to the Commissioner and
  - other third parties (including my employer, bank or other income source) to provide the information they are asked for to the Commissioner.
- The Commissioner contacting me by post, telephone, text message, facsimile, email or any other verbal, written or electronic form unless I advise the Commissioner otherwise.
- My lawyer providing any file, record, document or statement, or giving any information for the purposes of an audit or an investigation by the performance review committee or any other investigation of my lawyer under the Legal Services Act 2011, and I waive legal professional privilege for this purpose.
- Legal Aid Services will provide the contact details of my assigned counsel to the Police Prosecution Service and for my assigned counsel to receive disclosure and for their offices to be the address for service of any documents on my behalf to progress my case.
- I have no insurance or indemnification available to cover some or all of my legal costs.
- The information I have given in this application is true and not misleading, and this application is completed to the best of my knowledge.
- I have read and understood the Privacy statement, and my acknowledgement, consent and confirmation statements set out above.

I consent to:

I confirm that:

Applicant's Signature

Signature of Applicant/Representative

Date



day month year

**Has this application been completed by someone else on behalf of the applicant?**

 No

 Yes

For example:

- parent
- guardian
- trustee

Name of person

Relationship to applicant

- The income and assets of a partner (or parent/guardian) are treated as the resources of the legal aid applicant in order to determine financial eligibility and repayment of a grant.
- Answer questions to the best of your ability. Estimates are required if accurate information is not available. Do not repeat any joint income, assets or liabilities already disclosed to Legal Aid.
- Read the privacy, acknowledgment, consent and confirmation statements (on page 10).
- Sign and date this form.

### Personal details of partner/other person

Please PRINT clearly

Relationship to you eg:  
wife, husband, partner,  
guardian, parent

24. What is your full name?

25. What is your date of birth?

26. What is your relationship to the aided person?

### Work and Income

#### IMPORTANT INFORMATION

'Extra help' payments from Work and Income are not counted as income for working out legal aid eligibility, eg:

- Accommodation Supplement
- Emergency Benefit
- Disability Allowance
- Special Benefit
- Child Disability Allowance

and other special assistance payments

27. In the last 12 months did you get paid any of the benefits listed below?

No → Go to question 29

Yes → Tick one or more below

	For how many months in the last year?	Tick if you are still getting this payment	Benefit stopped month year
<input type="checkbox"/> Jobseeker Support ↳ Please tick if one of the following applies to you	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/> Sole parent			
<input type="checkbox"/> Single, 18-19, at home			
<input type="checkbox"/> Single, and received the Domestic Purposes Benefit woman alone or Widows Benefit woman alone, before 15 July 2013			
<input type="checkbox"/> Sole Parent Support	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/> Supported Living Payment	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
↳ <input type="checkbox"/> Please tick if sole parent			
<input type="checkbox"/> Youth Payment	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/> Young Parent Payment	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
↳ <input type="checkbox"/> Please tick if 16-17, supported by parents earning less than the Family Tax Credit threshold			
<input type="checkbox"/> NZ Superannuation	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/> Veterans Pension	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

28. Do you have a current Work and Income client number?

No  Yes → Write your number

**Wages & salary**

**29. In the last 12 months did you get any wages or salary?**

No → Go to Question 30     Yes → Give details below

*This includes income from full-time, temporary, casual, seasonal or part-time work over the last year*

**Name of employer(s)**

Name of employer(s)	Hourly rate before tax		Hours normally worked in a week	or	Gross annual income (before tax and other deductions)		Months worked in the last year	Tick if still employed	or	Employment ended	
	\$				\$					month	year
1	\$			or	\$			<input type="checkbox"/>	or		
2	\$			or	\$			<input type="checkbox"/>	or		
3	\$			or	\$			<input type="checkbox"/>	or		
4	\$			or	\$			<input type="checkbox"/>	or		

continue on a separate sheet if necessary . . .

**You will need to attach proof of income eg payslip**

**Business & trusts**

**30. In the last 12 months did you get any income from being:**

Self-employed?     No     Yes →  
 A partner in a business?     No     Yes →  
 A director of a company?     No     Yes →

**You will need to include a copy of your latest set of annual accounts (unless sent to us previously).**

**31. Do you have any interest in a Trust (this includes if you are a Settlor, Trustee or Beneficiary)?**

No     Yes →

**You will need to complete and attach the Trust form (unless sent to us previously go to [www.justice.govt.nz](http://www.justice.govt.nz) to download the form or contact Legal Aid)**

**Other income**

**32. In the last 12 months did you get any income or one off payments?**

**Working for Families Tax Credit**

*If you have received or could receive a lump sum payment instead of instalments, state the amount that relates to the last 12 months.*

No     Yes → Give details below (do not include any joint income)

	Amount of each payment	How often do you get payments? (eg weekly, fortnightly, monthly, yearly)	Is the amount of payment: before tax? after tax?		How many months in the last year did you get this payment?	Tick if you still get this payment
			<input type="checkbox"/>	<input type="checkbox"/>		
Working for Families Tax Credit see note above	\$		<input checked="" type="checkbox"/>			<input type="checkbox"/>
Child Support or maintenance	\$		<input checked="" type="checkbox"/>			<input type="checkbox"/>
Paid parental leave	\$		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
ACC weekly compensation	\$		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Student allowance	\$		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Redundancy or termination payment	\$		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Insurance or super scheme payment	\$		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Rental income from other property	\$		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Income from 3 or more boarders	\$		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Interest and dividends	\$		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Value of goods/services received regularly instead of income. eg free accommodation	\$		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Other - please state below	\$		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	\$		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>



**Change of income**

33. Is your income likely to change in the next 12 months?

No → Go to question 34

Yes → Why would it change?

How much do you think your income will be over the next 12 months?

\$   before tax  after tax

- For example, you will be:
- retiring from work
  - going on parental leave
  - going on study leave
  - changing or starting a job

**Home ownership**

34. Do you own, part own or have an interest in a home?

No → Go to question 35  Yes

Is it the same home as the aided person?

No  Yes → What is your share of ownership in this home? (eg 50%)  %

Relationship to you eg:

- current partner
- former partner
- trust
- company

**When requested you will need to supply a copy of the rates notice**

Who is named as the legal owner(s)?

Relationship to you (if other persons)


Address of home

What is the estimated market value? \$

What is the amount of any remaining mortgage(s)? \$

What is your share of ownership in this home? (eg 50%)  %

If you own this home with someone else, please show the total market value. Market value is what this home could sell for today.

**Other property or land**

35. Do you own, part own or have an interest in other property or land?

No → Go to question 36  Yes

Same property or land as the aided person?

No  Yes → What is your share of ownership in this property/land? (eg 50%)  %

Relationship to you eg:

- current partner
- former partner
- trust
- company

**When requested you will need to supply a copy of the rates notice**

Who is named as the legal owner(s)?

Relationship to you (if other persons)


Address of property/land

What is the estimated market value? \$

What is the amount of any remaining mortgage(s)? \$

What is your share of ownership in this property/land? (eg 50%)  %

If you own this property/land with someone else, please show the total market value. Market value is what this home could sell for today.

**Vehicles**

36. Do you own or part own any vehicles separate from the aided person?

Vehicles could include car, truck, motorcycle, boat, caravan, motor home.  No  Yes → Give details below

	Make and Model	Year	Registration Number	Market value	Money owing
Main vehicle for personal use				\$	\$
Other vehicle				\$	\$
Other vehicle				\$	\$

**Money & investments**

37. Do you have any money or investments separate to the aided person?

No  Yes → Give details below

DO NOT include equity in a business or trust - we will work out this amount for you based on the set of accounts you give us.

	Current value
Cash, savings, term deposits	\$
Shares, bonds, debentures	\$
Money owed to you	\$
Retirement or superannuation scheme (please do not enter your Kiwi Saver information)	\$
Other investments (eg artworks, antiques)	\$

**Loans & debts**

38. Do you owe any money separate to the aided person?

No  Yes → Give details below

DO NOT include amounts that you have declared as owing under property and vehicle questions

**When requested you will need to supply proof of these debts**

	Amount currently owing
Bank overdraft and/or personal loan	\$
Credit cards/store cards	\$
Hire purchase	\$
Money owed to government agencies (eg fines, IRD, Work and Income, Student loan)	\$
Money owed to other people	\$
Other debts (eg medical, school fees, phone, power)	\$

**Acknowledgement, consent and confirmation by partner/other person**

Privacy statement

- The Legal Services Commissioner (“the Commissioner”) will collect or disclose personal information about you to meet its responsibilities under the Legal Services Act 2011, associated regulations and/or any other relevant statute or court order.
- This information may be used for statistical and/or research purposes and in this context will not individually identify you.
- Under the Privacy Act 1993 you have the right to have access to all information held about yourself, and to request correction of that information.
- It is not compulsory for you to provide the Commissioner with information, but if you do not provide all the information requested, it may affect the outcome of the applicant’s legal aid application, their rate of repayment, or any other related decision by the Commissioner.

I acknowledge that:

- I may be required to provide evidence to support the information I have supplied in this form.
- The disclosure of my personal information to the Commissioner.

I consent to:

- The Commissioner may contact Work and Income or any other third party to obtain verification of my financial means. That is, I give my permission for the Commissioner to verify my benefit income statement with Work and Income, and for Work and Income to provide information about my benefit income to the Commissioner.
- A charge placed over any assets and property (including money) that I co-own with the aided person, in favour of the Commissioner, as security for any required repayment of aid.
- Any assets and property that I own may be subject to a charge in favour of the Commissioner to cover some or all of my partner’s required repayment amount including interest charged on my partner’s debt.

I confirm that:

- The information I have given in this application is true and not misleading, and this application is completed to the best of my knowledge.
- I have read and understood the Privacy statement, and my acknowledgement, consent and confirmation statements set out above.

Signature

Signature of partner/other person

Date

day month year