# Tyre stewardship fee: Refund application form

This form is for requesting refunds of the tyre stewardship fee (the fee) under the [Waste Minimisation (Tyres) Regulations 2023](https://www.legislation.govt.nz/regulation/public/2023/0263/latest/whole.html?search=ts_act%40bill%40regulation%40deemedreg_Tyres_resel_25_a&p=1#whole) (the Regulations).

The Regulations require any person applying for a refund to provide the Ministry for the Environment (the Ministry) evidence that the fee was paid in error because a relevant exemption applies. The exception and exemption criteria are set out in [sections 9(3) (Fees for loose tyres)](https://www.legislation.govt.nz/regulation/public/2023/0263/latest/whole.html?search=ts_act%40bill%40regulation%40deemedreg_Tyres_resel_25_a&p=1#LMS823636), [10(4) (Fees for tyres attached to imported aircraft](https://www.legislation.govt.nz/regulation/public/2023/0263/latest/whole.html?search=ts_act%40bill%40regulation%40deemedreg_Tyres_resel_25_a&p=1#LMS878104)) and [11(6), or 11(7) (Fees for tyres attached to motor vehicles)](https://www.legislation.govt.nz/regulation/public/2023/0263/latest/whole.html?search=ts_act%40bill%40regulation%40deemedreg_Tyres_resel_25_a&p=1#LMS823641), of the Regulations.

Use this form if you:

* believe you were overcharged, or you overpaid the fee
* paid the fee twice on the same tyres.

**Do NOT use this form to request a refund for:**

* adjusted or cancelled loose-tyre imports. The Ministry automatically processes refunds monthly for adjusted or cancelled loose-tyre import entries using data provided by New Zealand Customs Service
* imported tyres that have later been exported. The Ministry cannot issue fee refunds for these tyres at this time.

## Section A: Reason for applying

Select the reason for your application.

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| --- | --- |
| [ ]  | **Overcharge** due to the fee being paid twice for the same tyres that were attached to an off‑road vehicle, which was later road-registered with NZ Transport Agency Waka Kotahi (NZTA). |
| [ ]  | **Overcharge** due to the fee being paid on loose tyres at the point of import and again on the same tyres when the vehicle was road registered. |
| [ ]  | **Overpayment** of the fee due (usually due to administrative error).  |
| [ ]  | **Adjusted or cancelled** importdeclarations of off-road vehicles (and tyres) declared to Tyrewise (does not include adjusted or cancelled loose-tyre imports via Customs).  |
| [ ]  | **Other** reason. Please explain:      |

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| Attach suitable documentation showing the quantity and type of tyre or vehicle imported or purchased and the date of import or purchase. |

## Section B: Fees paid and goods imported

**Provide the following information about the fee for which you are claiming a refund:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Invoice number** | **Invoice date** | **Amount paid**  | **Amount claimed for refund**  |
|       | Click to enter a date. |       |       |
|       | Click to enter a date. |       |       |
|       | Click to enter a date. |       |       |
|       | Click to enter a date. |       |       |
|       | Click to enter a date. |       |       |

**Describe the imported goods related to this refund claim:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Import entry number** | **Import entry line number (if applicable)** | **Tyre tariff description or class or type of vehicle (as stated in invoice)** | **Quantity of tyres related to the refund claim** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
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|       |       |       |       |

**For fees paid on on-road vehicle(s), provide the NZTA vehicle registration number(s):**

**For fees paid on aircraft(s), provide the:**

* aircraft serial number(s):
* aircraft tyre ID number(s):

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| You must attach the following documentation to your application:* evidence that you meet the exception or exemption criteria outlined in 9(3), 10(4), 11(6) or 11(7) of the Regulations
* documentation showing the quantity and type of tyre or vehicle imported or purchased and the date of import or purchase
* evidence of the fee paid on the goods you imported, purchased or vehicle you registered.
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## Section C: Applicant details

Applicant name:

Tyre stewardship fee client number (*as stated on the invoice*):

Tyre stewardship fee client/customer name (*may be the same as applicant*):

Client/customer phone number (*include area code*):

Client/customer email address:

## Section D: Account details

All refunds will be paid into the bank account that the money was received from, unless the applicant has written authorisation from the fee payer to refund the money to a different bank account and/or person. This section is not required if applying for a credit note.

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| Provide the following information for your refund:* evidence of the bank account number. This can be a bank statement, deposit slip or screen shot of the bank account details.
* written authorisation (letter or email) from the fee payer if the refund is to be paid to a different person.
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**Select the type of refund:**

|  |  |  |  |
| --- | --- | --- | --- |
| Refund to a New Zealand bank account (preferred) | [ ]  | Refund to an overseas bank account | [ ]  |

**For direct credit to a New Zealand bank account, provide:**

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| --- | --- |
| Account holder name: |       |
|  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Bank account number: |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
|  | Prefix | Branch | Account number | Suffix |
|  |  |
| Bank name: |       |

**For direct credit to an overseas bank account, provide:**

|  |  |
| --- | --- |
| Account holder name: |       |
|  |  |
| Account holder address: |       |
|  |  |
| Bank name: |       |
|  |  |
| Full bank branch address (including country): |       |
|  |  |
| IBAN / Sort code / Routing number: |       |       |       |       |       |       |       |       |       |       |       |       |
| Transit code / IFSC code |       |       |       |       |       |       |       |       |       |       |       |       |
| SWIFT CODE |       |       |       |       |       |       |       |       |       |       |       |       |
|  |  |
| **China only** |  |
| Contact name: |       |
| Contact phone: |       |

## Section E: Applicant declaration

**Important: Making a false claim or providing any information known to be false in connection with a refund claim may be an offence and could lead to prosecution.**

**At any time during the next seven years, you may be required to provide additional information to support this claim.**

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| [ ]  | I certify that the information I have provided in this refund application is correct. |
| Applicant signature: |       |
| Applicant name: |       |
| Phone number: |       |
| Date: |       |

## Section F: Applicant checklist

When dealing with your personal information, the Ministry will act in accordance with the Information Privacy Principles set out in the Privacy Act 2020.

Once you have completed the form, please send it to accounts@tyrefee.govt.nz along with your supporting information.

|  |  |
| --- | --- |
| **Information and documents you must supply** | **Applicant** |
| This refund form | [ ]  |
| A copy of the relevant evidence of goods imported, purchased or registered  | [ ]  |
| A copy of the relevant tyre fee invoice(s)  | [ ]  |
| A copy of the NZTA vehicles registration (if applicable) | [ ]  |
| Supporting evidence that this refund claim is related to an exception or exemption from the fee payment under [section 14](https://www.legislation.govt.nz/regulation/public/2023/0263/latest/LMS902190.html?search=ts_act%40bill%40regulation%40deemedreg_Waste+Minimisation+(Tyres)+Regulations+2023_resel_25_a&p=1) of the Regulations. | [ ]  |
| Authorisation from the original fee payer to refund the money owing to a different bank account and/or person than the one from which the fee was paid (if applicable) | [ ]  |
| Evidence of the bank account number to be used for the refund (if applicable) | [ ]  |