



# RUCOR - NOTES

## 1. Completion of this form

All panels on this application must be carefully and accurately completed. Incomplete, illegible or inaccurate applications will lead to inquiries and delayed refunds.

Please take a photocopy of this form before submitting if you require a copy for your records.

THIS APPLICATION SHOULD BE FORWARDED TO:

**Email:** admin.RUCassessments@nzta.govt.nz

**Mail:** RUC Assessments  
NZ Transport Agency  
Private Bag 11777  
Palmerston North 4442

## 2. Your information

The information requested is required to process an application for a refund under section 30 of the Road User Charges Act 2012. Corresponding information held on the Motor Vehicle Register and Driver Licence Register may be amended.

The Transport Agency, in its capacity as the RUC Collector (and its agents), will hold, store, use and disclose any personal information collected on this form in accordance with the Privacy Act 1993. The Transport Agency (and its agents) may also use some of this information to communicate with you about road user charges matters, or to contact you for feedback on our services.

You are entitled to access, and request the correction of, any readily retrievable personal information that we hold about you. You can do so by writing to us at Private Bag 11777, Palmerston North 4442 or email: [info@nzta.govt.nz](mailto:info@nzta.govt.nz).

## 3. Off-road customer number

Enter off-road customer number, if you have had previous claims, otherwise leave blank.

## 4. Total distance claimed

Enter the total distance the vehicle has travelled off-road against the particular licence for that period. Distance claimed must be in whole kilometres only.

## 5. Reason code

CLASS	INDUSTRY	CLASS	INDUSTRY	CLASS	INDUSTRY
1	Dairy supply	7	Construction	13	Refrigerated Haulage
2	Sheep & Beef	8	Wholesale & Retail Trade	14	Furniture Removal
3	Horticulture	9	Scheduled Road Passenger	15	General Freight Line Haulage
4	Other Agriculture	10	Other Road Passenger Transport	16	Govt, Local Body, Community
5	Mining & Quarrying	11	Forestry & Logging	17	Private Transport
6	Manufacturing	12	Stock & Haulage	18	Trade & Truck Dealers

## 6. Specify type

If you have specified GPS as your method used to record distance claimed, you must specify the type of GPS. If you have selected Other, you must specify the method used.

## 7. Records of off-road travel

- Refunds claimed under section 30 of the Road User Charges Act 2012 must be for actual distance run off-road at the time the licence was in force.
- Claims must be made within two years of licence purchase date. Claims should only be made on licences that have expired and where a new licence has been purchased.
- Records of the off-road distance must be maintained and made available on request to any authorised officer. These records must be sufficient to validate the claim.
- Payment of a claim may be made prior to validation however in such cases the right is reserved to recover any moneys paid for claims that cannot be substantiated.

## 8. Refund payment

Please complete the bank account details on this form as we'll pay your refund into this bank account number. If you don't provide a bank account number, your refund will be delayed while we contact you to get this information.

## 9. More information

For more information about road user charges go to [www.nzta.govt.nz/ruc](http://www.nzta.govt.nz/ruc) or call us on 0800 655 644, Monday to Friday 8am to 6pm.