

Individual Questionnaire – 31 March 2017

Ensure this questionnaire is completed and included with your records

Client Name	[Client Name]	IRD No:	[IRD Number]
		Phone:	
Balance Date	31 March 2017	Mobile:	
Email:		Fax:	

To: Wallace Diack Chartered Accountants Limited

Terms of Engagement

I hereby instruct Wallace Diack Chartered Accountants Limited to prepare my Taxation Returns for the year/period ending 31 March 2017. I undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. I understand that you will rely upon the information provided by me. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the Taxation Returns in so far as third parties are concerned, or in the fulfilling of any statutory audit requirements. I understand that during preparation of the Taxation Returns you will not be specifically investigating non-compliance with laws and regulations – however, should anything come to light of this nature during this process, you will bring that to my attention.

I understand that the Taxation Returns are prepared for my own use and to determine my taxation liabilities. If this should change in any material respect, I will inform you immediately. You will not accept any responsibility to any person, other than me, for the contents of the Taxation Returns. All other terms and conditions of this engagement are the same as those referred to in the original Engagement Letter I signed when I became a client. I also accept that you have the right to charge interest on overdue accounts at the rate of 1.5% per month, and that all accounts are due for payment by the 20th of the month following invoice date. The charging of such interest will be at your discretion. I accept that any collection costs you incur will be fully recoverable from me.

You are hereby authorised to communicate with my bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to complete the above assignments. I give authority to Wallace Diack Chartered Accountants Limited to act on my behalf for all tax types until further notice. Authority is given to obtain information from Inland Revenue and other financial institutions to enable my Taxation Returns to be completed. This includes obtaining information via phone, fax, email or online services available on Inland Revenue’s website.

Signature: _____

Date: _____

Convenient time to call you is:	
Alternative phone numbers are:	
Would you prefer your finalised taxation summaries posted or emailed?	Posted <input type="checkbox"/> Emailed <input type="checkbox"/> (Tick One or Both)
Would you like us to supply a copy to your bank?	Yes <input type="checkbox"/> No <input type="checkbox"/> (Tick One)
If yes, please advise the name of your bank manager:	
Has the nature of your business changed during the past 12 months? If yes, please provide details:	

Records Required	<input checked="" type="checkbox"/>	Comments																									
Wages/National Superannuation/Benefits																											
Please provide us with the names of any organisations you have received the following from: <ul style="list-style-type: none"> ▪ Wages ▪ ACC payments ▪ National Superannuation ▪ Any other benefits In most cases IRD will have sent us these details direct, however we do need to check all details have been included.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>																										
Student Loan																											
Do you have a student loan? If so, please provide your latest statement from Inland Revenue.	<input type="checkbox"/>																										
Interest and Dividends																											
Please supply the advice slips. <ul style="list-style-type: none"> ▪ For interest received, you should have an annual advice notice showing the withholding tax deducted. This may be on the bottom of your bank statement dated 31 March ▪ If any dividends are taken as bonus shares, also include these advice slips 	<input type="checkbox"/> <input type="checkbox"/>																										
Rental and Leased Property																											
Please complete attached rental questionnaire	<input type="checkbox"/>																										
Home Office Expenses																											
If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:																											
<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Power</td><td style="width: 20%;">\$ _____</td></tr> <tr><td>Insurance (Building & Contents)</td><td>\$ _____</td></tr> <tr><td>Interest (House Mortgage)</td><td>\$ _____</td></tr> <tr><td>Rates</td><td>\$ _____</td></tr> <tr><td>Repairs & Maintenance</td><td>\$ _____</td></tr> <tr><td>Other</td><td>\$ _____</td></tr> <tr><td>Total</td><td>\$ _____</td></tr> </table>	Power	\$ _____	Insurance (Building & Contents)	\$ _____	Interest (House Mortgage)	\$ _____	Rates	\$ _____	Repairs & Maintenance	\$ _____	Other	\$ _____	Total	\$ _____	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 60%;">Cost of House and Section</td><td style="width: 40%;">\$ _____</td></tr> <tr><td>Cost of Section</td><td>\$ _____</td></tr> <tr><td colspan="2">Construction materials: (timber, brick, etc):</td></tr> <tr><td colspan="2">_____</td></tr> <tr><td colspan="2">Area used for Business: _____ m²</td></tr> <tr><td colspan="2">Total Area of House & Workshop: _____ m²</td></tr> </table>	Cost of House and Section	\$ _____	Cost of Section	\$ _____	Construction materials: (timber, brick, etc):		_____		Area used for Business: _____ m ²		Total Area of House & Workshop: _____ m ²	
Power	\$ _____																										
Insurance (Building & Contents)	\$ _____																										
Interest (House Mortgage)	\$ _____																										
Rates	\$ _____																										
Repairs & Maintenance	\$ _____																										
Other	\$ _____																										
Total	\$ _____																										
Cost of House and Section	\$ _____																										
Cost of Section	\$ _____																										
Construction materials: (timber, brick, etc):																											

Area used for Business: _____ m ²																											
Total Area of House & Workshop: _____ m ²																											
Partnerships, Trusts, Estates and Companies																											
Please supply details of income received.	<input type="checkbox"/>																										
Overseas																											
Include overseas interest, dividends, wages received and taxation paid. Note: New Zealand residents are liable for tax on all world-wide income. If Yes, please provide details of the value and quantity of the investments held at any time during the financial year. Please provide the date, value and details of any purchases, sales and income (dividends). Please attach all of your investments advisor's reports. This information is required so we can calculate if any income needs to be declared under the FIF (Foreign Investment Fund) rules.	<input type="checkbox"/>																										
Any Other Income																											
Attach details <ul style="list-style-type: none"> ▪ Income Replacement Insurance Policy – provide details of premiums and claims ▪ Look Through Company – if you have been allocated a share of a loss other than from a company that we are aware of, please provide details 	<input type="checkbox"/> <input type="checkbox"/>																										

Records Required

Mixed Use Holiday Home

Does this entity have a property (holiday home/bach) that is used privately and also to derive income? Yes No

If yes, please provide details and also complete the following section so we can determine the amount of allowable deductions:

Address: _____

Market value: \$ _____

Mixed Use Holiday Home – Information Required

- The number of days the property was rented/leased at or above market rates during the income year _____

- The number of days the property was used by family or associated persons* during the income year _____

- The number of days you or other parties spent cleaning/repairing the property during the income year _____

* Associated persons include close relatives, or if owned by an entity, persons associated with the entity owning the property

For non-associated persons where payment received is at least 80% of market value, please provide:

Name of tenant: _____ Dates rented (from/ to): _____

Relationship to owner (if any): _____ Amount of rent they paid: \$ _____

Expenses incurred in respect of the property (the list below is not exhaustive – details of all expenses will be required):

Cost of advertising for tenants \$ _____

Cost of repairing damages caused by tenants \$ _____

Mortgage interest \$ _____

Rates \$ _____

Insurance \$ _____

Repairs/maintenance for general wear and tear \$ _____

Other (please give details) _____

Mixed Use Boat or Plane

Does this entity have a boat/plane (market value >\$50,000), that is used privately and also to derive income? Yes No

If yes, please provide details and also complete the following section so we can determine the amount of allowable deductions.

Description: _____

Market value: \$ _____

Mixed Use Boat or Plane – Information Required

- The number of days the asset was rented/leased at or above market rates during the income year _____

- The number of days the asset was used by family or associated persons* during the income year _____

- The number of days you or other parties spent cleaning/repairing/transporting the asset during the income year _____

* Associated persons include close relatives, or if owned by an entity, persons associated with the entity owning the property

For non-associated persons where payment received is at least 80% of market value:

Number of days the asset was used: _____ Income received: \$ _____

Expenses incurred in respect of the property (the list below is not exhaustive – details of all expenses will be required):

Cost of advertising for hireage \$ _____

Cost of repairing damages caused by hireage \$ _____

Operating costs / supplies \$ _____

Insurance \$ _____

Repairs/maintenance for general wear and tear \$ _____

Other (please give details) _____

Thank you for completing this questionnaire - don't forget to sign it