

Individual Questionnaire – 31 March 2019

Ensure this questionnaire is completed and included with your records

| | | | |
|--------------|---------------|---------|------------|
| Name | Client Name | IRD No: | IRD Number |
| | | Phone: | |
| Balance Date | 31 March 2019 | Mobile: | |
| Email: | | Fax: | |

To: Wallace Diack Chartered Accountants Limited

Terms of Engagement

I hereby instruct you to prepare our Taxation Returns for the year/period ending 31 March 2019. I undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. 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 authorise you to obtain information from Inland Revenue about all tax types except child support (NCP or CPR) in order to complete the above assignments. This includes obtaining information through all Inland Revenue media and communication channels.

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.

I/We 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/We accept that any collection costs you incur will be fully recoverable from me/us.

Signature: _____

Date: _____

| | |
|--|--|
| Convenient time to call you is: | |
| Alternative phone numbers are: | |
| Would you prefer your finalised taxation summary posted or emailed? | Posted <input type="checkbox"/> Emailed <input type="checkbox"/> Pick up <input type="checkbox"/> (Tick One) |
| 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 | ✓ | 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 IRD | <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"/> | |
| Partnerships, Trusts, Estates and Companies | | |
| Please supply details of income earned from any entity for which we do not prepare the accounts and tax returns. | <input type="checkbox"/> | |
| Overseas | | |
| <ul style="list-style-type: none"> ▪ Supply details of overseas interest, dividends, wages received and taxation paid ▪ Provide details of any overseas investments held at any time during the financial year ▪ Attach all of your investments advisor's reports ▪ Have you at any point in your lifetime, ever contributed to a foreign superannuation scheme, even if you cannot receive the benefits until you retire? | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <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"/> | |
| Donations | | |
| Do you want us to complete your rebate claim form? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, please attach receipts. | <input type="checkbox"/> | |
| Residential Land Withholding Tax | | |
| Have you sold residential property in New Zealand where Residential Land Withholding Tax has been deducted and paid to the IRD? If so, provide details e.g. IR1100 Residential land withholding tax return and other sale and purchase documents. | <input type="checkbox"/> | |

| Records Required | ✓ | Comments | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|-----------------|------------|-------|-------|-------|--------------------------------|-------|-------|---|--------------------------|----|-------|-------|--------------------------|--------------------------------|-------|-------|--|--|----|-------|--------------------------|--|----|-------|--------------------------|--|----|-------|--------------------------|--|----|-------|
| <p>Motor Vehicles <input type="checkbox"/></p> <p>The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:</p> <p>Vehicle Description: _____</p> <table style="width:100%; border:none;"> <tr> <td style="width:60%;">Business</td> <td style="width:20%; text-align:center;">_____</td> <td style="width:20%; text-align:right;">km</td> </tr> <tr> <td>Total</td> <td style="text-align:center;">_____</td> <td style="text-align:right;">km</td> </tr> <tr> <td>Days available for private use</td> <td style="text-align:center;">_____</td> <td style="text-align:right;">days</td> </tr> </table> <p>Vehicle Description: _____</p> <table style="width:100%; border:none;"> <tr> <td style="width:60%;">Business</td> <td style="width:20%; text-align:center;">_____</td> <td style="width:20%; text-align:right;">km</td> </tr> <tr> <td>Total</td> <td style="text-align:center;">_____</td> <td style="text-align:right;">km</td> </tr> <tr> <td>Days available for private use</td> <td style="text-align:center;">_____</td> <td style="text-align:right;">days</td> </tr> </table> <p>Please note that a detailed and accurate log book must be completed for a three month period every three years or vehicle expense claims will be limited to a maximum of 25% of expenses incurred.</p> <p>If you are operating as a Company, please indicate which vehicles you are currently paying Fringe Benefit tax for:</p> <p>_____</p> <p>_____</p> | Business | _____ | km | Total | _____ | km | Days available for private use | _____ | days | Business | _____ | km | Total | _____ | km | Days available for private use | _____ | days | <p>Home Office Expenses <input type="checkbox"/></p> <p>If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:</p> <p>Area used for Business: _____ m²</p> <p>Total Area of House & Workshop: _____ m²</p> <p>Power \$ _____</p> <p>Insurance (Building & Contents) \$ _____</p> <p>Interest (House Mortgage) \$ _____</p> <p>Rates (including regional council rates) \$ _____</p> <p>Repairs & Maintenance \$ _____</p> <p>Other \$ _____</p> <p>Total \$ _____</p> | | | | | | | | | | | | | | | |
| Business | _____ | km | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | _____ | km | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Days available for private use | _____ | days | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Business | _____ | km | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | _____ | km | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Days available for private use | _____ | days | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Rental and Leased Property | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Please provide us with the addresses of any rental properties you have</p> <p>Address: _____</p> <p>Address: _____</p> <p>Address: _____</p> <p>Address: _____</p> <p>Address: _____</p> <p>Address: _____</p> | <p>If a property was not rented for a full 12 months, please provide details of why it was vacant.</p> <p>_____</p> <p>_____</p> <p>Have you purchased or sold any properties?</p> <p>_____</p> <p>_____</p> <p>_____</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Rental Income and Expenditure | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Income:</p> <p>Total Rent Received</p> <p>Expenses:</p> <p>Rates</p> <p>Insurance</p> <p>Repairs and Maintenance (please attach details or invoices)</p> <p>Mortgage Interest</p> <p>Details of any other expense relating to rental property:</p> <p>_____</p> <p>_____</p> <p>Details of visits to inspect property/conduct property business:</p> <table style="width:100%; border:none;"> <tr> <td style="width:10%;">Date</td> <td style="width:60%;">Details</td> <td style="width:30%; text-align:right;">Kilometres</td> </tr> <tr> <td>_____</td> <td>_____</td> <td style="text-align:right;">_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td style="text-align:right;">_____</td> </tr> </table> | Date | Details | Kilometres | _____ | _____ | _____ | _____ | _____ | _____ | <table style="width:100%; border:none;"> <tr> <td style="width:5%; text-align:center;"><input type="checkbox"/></td> <td style="width:5%;"></td> <td style="width:10%; text-align:right;">\$</td> <td style="width:80%;">_____</td> </tr> <tr> <td style="text-align:center;"><input type="checkbox"/></td> <td></td> <td style="text-align:right;">\$</td> <td>_____</td> </tr> <tr> <td style="text-align:center;"><input type="checkbox"/></td> <td></td> <td style="text-align:right;">\$</td> <td>_____</td> </tr> <tr> <td style="text-align:center;"><input type="checkbox"/></td> <td></td> <td style="text-align:right;">\$</td> <td>_____</td> </tr> <tr> <td style="text-align:center;"><input type="checkbox"/></td> <td></td> <td style="text-align:right;">\$</td> <td>_____</td> </tr> <tr> <td style="text-align:center;"><input type="checkbox"/></td> <td></td> <td style="text-align:right;">\$</td> <td>_____</td> </tr> </table> | <input type="checkbox"/> | | \$ | _____ | <input type="checkbox"/> | | \$ | _____ | <input type="checkbox"/> | | \$ | _____ | <input type="checkbox"/> | | \$ | _____ | <input type="checkbox"/> | | \$ | _____ | <input type="checkbox"/> | | \$ | _____ |
| Date | Details | Kilometres | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <input type="checkbox"/> | | \$ | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | | \$ | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | | \$ | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | | \$ | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | | \$ | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Records Required | ✓ | Comments | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|----------------------|-------------------------|-------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--|--|
| Working for Families Tax Credits and Parental Tax Credit | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Please supply full names and birth dates of all children. Please note the following:</p> <ul style="list-style-type: none"> ▪ If you had a child born within the current financial year you may be eligible for the Parental Tax Credit. Please include their IRD Number below. If you do not have this you will need to obtain one for them in order to claim any entitlement for them ▪ Where a child has become financially independent during the current financial year, please advise the date they left school or home | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 45%;"><u>Child's Name</u></th> <th style="text-align: left; width: 15%;"><u>IRD No.</u></th> <th style="text-align: left; width: 15%;"><u>Date of Birth</u></th> <th style="text-align: left; width: 25%;"><u>Date left School</u></th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> </tbody> </table> | <u>Child's Name</u> | <u>IRD No.</u> | <u>Date of Birth</u> | <u>Date left School</u> | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | | |
| <u>Child's Name</u> | <u>IRD No.</u> | <u>Date of Birth</u> | <u>Date left School</u> | | | | | | | | | | | | | | | | | | | | | | | |
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| _____ | _____ | _____ | _____ | | | | | | | | | | | | | | | | | | | | | | | |
| Working for Families Tax Credits and Parental Tax Credit <i>(continued)</i> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <ul style="list-style-type: none"> ▪ If you have received Working for Families Tax Credits during the year, please supply the certificate issued to you by IRD, detailing the amounts. ▪ Also provide details of any child support or maintenance payments made or received. ▪ If we do not prepare your spouse or partner's taxation return, please provide us with details of their income. ▪ Have there been any changes to your family circumstances, including a change in responsibility for your dependent child(ren), you have married, separated or otherwise changed your family circumstances? If so, please provide details. ▪ Do you share custody of your child(ren) with anyone other than your partner? If so, please provide details. ▪ Did you work on average less than 20 hours per week if single or did you and your spouse / partner combined work less than 30 hours per week? If so, please provide details. | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | |
| Additional income information - Working for Families Tax Credits | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>From the year starting 1 April 2011 the definition of family income for Working for Families Tax Credits has been extended. You are now required to supply details of income received from the following sources:</p> <ul style="list-style-type: none"> ▪ Attributable trustee income Attributable trustee income is all income for the year of a trust that hasn't been distributed as beneficiary income. Trustee income will be attributed only to settlors of a trust. The settlors are individuals who establish or contribute funds to the trust. ▪ Attributable fringe benefits If you receive fringe benefits and you or your associates (e.g. the family trust) are shareholder-employees of the company you work for and you or your associates hold voting interests of 50% or more then you need to include the fringe benefits in your family income. The value of the fringe benefit is the tax-inclusive value of the benefit. ▪ PIE income This includes an amount of income attributed by a portfolio investment entity (PIE) to the principal caregiver or their spouse or partner, except if the PIE is a superannuation fund or a retirement savings scheme (e.g. KiwiSaver). ▪ Passive income of children This includes all passive income such as interest, rents or beneficiary income, received by a dependent child above a threshold of \$500 per year, per child. | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | |

