

# 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 20<sup>th</sup> 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 20<sup>th</sup> 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
<b>Wages/National Superannuation/Benefits</b>		
Please provide us with the names of any organisations you have received the following from: <ul style="list-style-type: none"> <li>▪ Wages</li> <li>▪ ACC payments</li> <li>▪ National Superannuation</li> <li>▪ Any other benefits</li> </ul> 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"/>	
<b>Student Loan</b>		
Do you have a student loan? If so, please provide your latest statement from IRD	<input type="checkbox"/>	
<b>Interest and Dividends</b>		
Please supply the advice slips. <ul style="list-style-type: none"> <li>▪ 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</li> <li>▪ If any dividends are taken as bonus shares, also include these advice slips</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	
<b>Partnerships, Trusts, Estates and Companies</b>		
Please supply details of income earned from any entity for which we do not prepare the accounts and tax returns.	<input type="checkbox"/>	
<b>Overseas</b>		
<ul style="list-style-type: none"> <li>▪ Supply details of overseas interest, dividends, wages received and taxation paid</li> <li>▪ Provide details of any overseas investments held at any time during the financial year</li> <li>▪ Attach all of your investments advisor's reports</li> <li>▪ 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?</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>Any Other Income</b>		
Attach details: <ul style="list-style-type: none"> <li>▪ Income Replacement Insurance Policy – provide details of premiums and claims</li> <li>▪ 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</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	
<b>Donations</b>		
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"/>	
<b>Residential Land Withholding Tax</b>		
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"/>	

[illegible]





**Thank you for completing this questionnaire**  
**Don't forget to sign it**