Individual Questionnaire - 31 March 2019

	nnaire is completed and included with your re	COIUS	
Name	Client Name	IRD No:	IRD Number
		Phone:	
Balance Date	31 March 2019	Mobile:	
Email:		Fax:	
o: Wallace Diack Ch	artered Accountants Limited		
erms of Engagemer	nt		
nformation necessary of the formation. You are has gencies to obtain such formation from Inlands signments. This includerstand that the Thange in any materianan me, for the content of the original terest on overdue accepts.	prepare our Taxation Returns for the year/perior to carry out such services, and will be responsereby authorised to communicate with my banker the information as you require in order to complete defended Revenue about all tax types except child suppudes obtaining information through all Inland Reversation Returns are prepared for my own use an all respect, I will inform you immediately. You will not of the Taxation Returns. All other terms and contain Engagement Letter I signed when I became a cocounts at the rate of 1.5% per month, and that a	sible for the accurs, solicitors, finance the above assignment (NCP or CPR enue media and cond to determine mont accept any reportions of this enclient. I also accept all accounts are during the solicitions of the solicities	racy and completeness of such the companies and all government the companies and all government to the companies. I authorise you to obtain in order to complete the above communication channels. Y taxation liabilities. If this should esponsibility to any person, other gagement are the same as those at that you have the right to charge the for payment by the 20th of the
cur will be fully recov			
ccounts are due for p	you have the right to charge interest on overdue a eayment by the 20 th of the month following invoice of that any collection costs you incur will be fully re	date. The chargi	ng of such interest will be at your
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Records Required	✓	Comments
Wages/National Superannuation/Benefits	l .	
Please provide us with the names of any organisations you have received the following from: 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.		
Student Loan	<u> </u>	
Do you have a student loan? If so, please provide your latest statement from IRD		
Interest and Dividends		
Please supply the advice slips. 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		
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.		
Overseas		
 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 		
 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? 		
Any Other Income		
Attach details: 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		
Donations		
Do you want us to complete your rebate claim form? Yes _ No _ If so, please attach receipts.		
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		

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Records Required	✓ Comments	
Motor Vehicles	Home Office Expenses	
The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:	If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following	ng
Vehicle Description:	details: Area used for Business: m²	
Business km		
Total km	Total Area of House & Workshop: m ²	
Days available for private use days		
Vehicle Description:	Power \$	
Total km	Insurance (Building & Contents) \$	
Days available for private use days	Interest (House Mortgage) \$	
Please note that a detailed and accurate log book must be	Rates (including regional council rates) \$	
completed for a three month period every three years or vehicle	Repairs & Maintenance \$	
expense claims will be limited to a maximum of 25% of expenses incurred.	Other \$	
If you are operating as a Company, please indicate which	Total \$	
vehicles you are currently paying Fringe Benefit tax for:		
Rental and Leased Property		
Please provide us with the addresses of any rental properties you have	If a property was not rented for a full 12 months, please provide details of why it was vacant.	
Address:		
Address:		
Address:	Have you purchased or sold any properties?	
Address:	, , , , , , , , , , , , , , , , , , , ,	
Address:		
Address:		
Rental Income and Expenditure		
Income:		
Total Rent Received	\$	
Expenses:		
Rates Insurance	\$ \$	
Repairs and Maintenance (please attach details or invoices)	φ \$	
Mortgage Interest	\$	
Details of any other expense relating to rental property:		
Details of visits to inspect property/conduct property business: Date Details Ki	lometres \$	

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Records Required	√	Comments	
Working for Families Tax Credits and Parental Tax Credit			
Please supply full names and birth dates of all children. Please note the following:			
 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			
Child's Name IRD No.		Date of Birth	Date left School
			· -
Working for Families Tax Credits and Parental Tax Credit (continued)			· -
, , ,			
 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. 			
Additional income information - Working for Families Tax Credits			
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:			
 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. 			

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Records Required	✓	Comments
Additional income information - Working for Families Tax Credits (c	contini	ued)
<u> </u>		
• Income of non-resident spouse If your spouse or partner, who is not a tax resident, is earning an income overseas, from 1 April 2011 you will need to include their worldwide income as part of your family income.		
 Tax exempt salary or wages This includes salary and wages that are exempt from income tax under specific international agreements in New Zealand. (e.g. employees of international organisations such as the United Nations or the Organisation for Economic Co-operation and Development (OECD). 		
 Pensions and annuities 		
This includes tax-exempt overseas pensions and 50% of the amount of pension or annuity payments from life insurance policies or a superannuation fund, excluding NZ Super		
Other payments		
These are payments from any other person or entities that are used for the family's day-to-day living expenses. If the total amount is more than \$5,000 for the tax year, then the total amount must be included as family income.		
 Income equalisation scheme deposits (excludes 'adverse events' 		
deposits) This includes any deposits made by you, a company controlled by you or your trust to an agricultural, fishing or forestry business income equalisation scheme account at Inland Revenue.		
Major Shareholder in a Close Company		
Shareholders owing at least 10% of a company where five or fewer shareholders own greater than 50% of the company will be required to include their proportionate share of net income of the company (in addition to dividends received from the company)		
 Certain distributions from superannuation schemes and retirement 		
savings schemes Distributions received from superannuation schemes and KiwiSaver (other than on retirement) may be included in family income		
 Fringe benefits to shareholders Shareholder employees owning 50% or more of the company (including interests of associated persons) will need to include attributable fringe benefits (i.e. motor vehicles, low interest loans, subsidised transport > \$1k, contributions to insurance/sickness/accident/death funds >\$1k and other benefits >\$2k). From the 2015 income year, employees and non-controlling shareholders will be required to include motor vehicles (where the person would have been entitled to more employment income if they had not chosen the motor vehicle) and the value of short term charge facilities. Losses 		
Losses Losses from other businesses / investments / rental properties do not reduce income for the purposes of working out the Working for Families tax credits entitlement.		
A detailed description and examples of above income types is available from		
the IRD website: http://www.ird.govt.nz/income-tax-individual/income-adjust-income.html		

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Records Required	✓
Mixed Use Holiday Home	
Do you have a property (such as a holiday home or a bach) that is used privately and also to derive income? If yes, provide details of property: Yes No	
Was the property empty for 62 days in the income year? Yes \[\subseteq No \[\] If yes, please complete the following section so we can determine the amount of allowable deductions.	
Mixed Use Holiday Home – Information Required The number of days the property was empty during the income year	
The number of days the asset was used by family or associated persons* during the income year OR where income from any person received was less than 80% of market rate * Associated persons include close relatives, or if owned by an entity, persons associated with the entity owning the property	
If there is more than one tenant who used the property through the year, please attach details.	
Name of tenant:	
Relationship to owner (if any):	
Amount of rent they paid: \$	
Dates rented (From: To) 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 \$	
Number of days spent in the property while 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	I.
Do you have a boat or plane (with a market value of >\$50,000), that is used privately and also to derive income?	
If yes, provide details: Yes ☐ No ☐	
Description:	
Market value: \$	
Was the asset unused for 62 days in the income year? If yes, please complete the following section so we can determine the amount of allowable deductions. Yes ☐ No ☐	
Mixed Use Boat or Plane - Information Required	
The number of days the asset was unused during the income year	
The number of days the asset was used by family or associated persons* during the income year OR where income from any person received was less than 80% of market rate * 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) :	

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