gardiner. knobloch.
ACCOUNTANCY + ADVICE

Individual Questionnaire

Ensure this questionnaire is completed, signed and included with your records

Client Name				Balance Date
Phone	**Mobile**	**Fax**	**Email**	

To: Gardiner Knobloch Ltd

Terms of Engagement

I hereby instruct you to prepare my Taxation Return for the year ended as shown above. 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 the Taxation Return is 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 Return.

All other terms and conditions of this engagement are the same as those referred to in the most recent Engagement Letter.

I also accept that Gardiner Knobloch Ltd has 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 the discretion of Gardiner Knobloch Ltd. I accept that any collection costs incurred by Gardiner Knobloch Ltd will be fully recoverable from me/us.

You are hereby authorised to communicate with my bankers, solicitors, finance companies, regional authorities, insurance companies and all government agencies to obtain such information as you require in order to complete the above assignments. You are to represent me as my tax agent. My income tax return will be signed by me however with my prior instruction you are authorised to sign any taxation return on behalf of myself or any of my associated entities.

Signature ____ Date _______/_______/20____

Accident Compensation Corporation (ACC) Agency

I authorise Gardiner Knobloch Ltd to act as my agent for ACC levy purposes for all associated entities. This authorisation allows Gardiner Knobloch Ltd to query and change information on my ACC levy account through ACC staff and through ACC online services. This authority will also allow Gardiner Knobloch Ltd to delegate access to my ACC information to other members of Gardiner Knobloch Ltd. Delegated members of Gardiner Knobloch Ltd will also be able to query and change information on my ACC levy account.

Signature _________________________________ ACC # ___________________ Date _______/_______/20____

Records Required	Supplied	Comments
Wages/NZ Superannuation/Benefits		
Please provide us with the amounts received and the names of any organisations you have received the following from: • Wages / Salary	Yes / No	
• ACC Payments	Yes / No	
• NZ Superannuation (including supplementary NZ Superannuation)	Yes / No	
• Any other benefits In most cases IRD will have sent us these details directly, however we do need to check all sources have been included.	Yes / No	
Other Income		
• Please provide us with the amounts received for any Loss of Income insurance claims	Yes / No	

Records Required	Supplied	Comments
Interest and Dividends *For overseas investments see next box		
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 year/period end.	Yes / No□	
• If any dividends are taken as bonus shares, also include these advice slips.	Yes / No□	
Overseas Investments		
NOTE: New Zealand residents are liable for tax on all world-wide income. • Include overseas interest, dividends, wages received and taxation paid.	Yes / No□	
• Where foreign investments, portfolio investments, pensions or superannuation schemes are held please supply all details. We may need further background details to correctly comply with taxation requirements. Information to include: details of all overseas investments e.g. number of shares held, purchase dates and original purchase price.	Yes / No□	
Rental and Leased Property		
Please complete attached rental appendix (if applicable). If we haven't attached one and you need one please let us know.	Yes / No□	
Partnerships, Trusts, Estates and Companies		
Please supply details of income received where we do not prepare these financial statements.	Yes / No□	
Donations and Tax Credits		
Have you any credits to claim?	Yes / No	
If Yes, have you sent your credit claim form to Inland Revenue?	Yes / No	
If No, do you want us to complete your credit claim form? Please attach donation receipts.	Yes / No	
Working for Families Tax Credits		
Do you think you qualify for Working for Families Tax Credits? We should have attached a WFTC appendix regarding this, if we haven't please let us know.	Yes / No	
Student Loan		
Do you have a Student Loan?	Yes / No	
If Yes, please provide your latest statement from IRD, if you are receiving them directly.	Yes / No	
Deductible Expenditure		
Income Replacement Insurance Policy – provide details of premiums and claims.	Yes / No	
LTC Company – if you have been allocated a share of a loss/profit from a company where we do not prepare the financial statements, please provide details.	Yes / No	
Property Sales or Purchases including family home, holiday home, bach or rental		
Please indicate if you have sold/purchased a property in this year (circle one) Please provide a copy of the sale and purchase agreement and/or the following details: Date of sale/purchase: ___/___/20__ Is this your primary residence? Yes/No If sold, have you owned for less than two and a half years? Yes/No	Yes / No	
Other Information		
Please include any other information that may be relevant.		

Rental Questionnaire Appendix
Ensure this questionnaire is completed and included with your records

Client Name	Balance Date

Property Details		
Please provide us with the addresses of any rental properties you have.	If a property was not rented for a full 12 months, or there have been changes please provide details of why it was vacant.	
Address	**Change to Tenancy**	**No. of Months Rented**
1.		
2.		
3.		
4.		

Rental Income and Expenditure			Supplied
Please supply bank statements clearly identifying and detailing all transactions that relate to the rental properties			Yes / No
OR A backup **OR** copy of your financial software as at year end **OR** access to your online system. Software version ____________________________User Name ______________ Password _______________			Yes / No
OR Please provide details of the following for each rental property. Use a separate sheet if necessary			Yes / No
Income:			
Total Rent Received			
Expenses:			
Rates			
Insurance			
Legal			
Repairs and Maintenance (please attach details or invoices)			
Mortgage Interest (attach copy of loan summary/statements from bank)			
Details of any other expense relating to rental property:		**$ Amount**	Yes / No
Details of visits to inspect property/conduct property business:			Yes / No
Date	**Details**	**Kilometres**	
Are there any rental arrears? If so, how much are the arrears?		$	Yes / No

Rental Income and Expenditure		Supplied
Home Office Expenses		
If part of your home is set aside principally for use as an office/workshop/storage area which is used by you in relation to your rental property, you ***may*** be able to claim a proportion of your home expenses against your rental income. Please provide the following details:		Yes / No
Business Area:	m²	
Total Area:	m²	
Power & Gas	$	
Insurance (Building & Contents)	$	
Interest (House Mortgage)	$	
Rates	$	
Repairs & Maintenance	$	
Lease / Rent	$	
Other	$	
Total	$	
Other Details Required (where applicable)		
Solicitors Settlement Statement		Yes / No
Sale and Purchase Agreement and list of chattels and their value		Yes / No
Loan details for property purchased		Yes / No
A copy of any legal invoices		Yes / No
A list of Chattels purchased or sold during the year including description, date purchased/sold and value		Yes / No
Other Information		
Please include any other information that may be relevant to your property activity.		

Thank you for completing this questionnaire.

Don't forget to sign the front page