

## Individual Questionnaire

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

<b>Client Name</b>			<b>Balance Date</b>
<b>Phone</b>	<b>Mobile</b>	<b>Fax</b>	<b>Email</b>

**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
- ACC Payments
- NZ Superannuation (including supplementary NZ Superannuation)
- 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

Yes / No

Yes / No

Yes / No

#### Other Income

- Please provide us with the amounts received for any Loss of Income insurance claims

Yes / No

Records Required	Supplied	Comments
<b>Interest and Dividends</b> *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. • If any dividends are taken as bonus shares, also include these advice slips.	Yes / No <input type="checkbox"/>  Yes / No <input type="checkbox"/>	
<b>Overseas Investments</b>		
NOTE: New Zealand residents are liable for tax on all world-wide income. • Include overseas interest, dividends, wages received and taxation paid.  • 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 <input type="checkbox"/>  Yes / No <input type="checkbox"/>	
<b>Rental and Leased Property</b>		
Please complete attached rental appendix (if applicable). If we haven't attached one and you need one please let us know.	Yes / No <input type="checkbox"/>	
<b>Partnerships, Trusts, Estates and Companies</b>		
Please supply details of income received where we do not prepare these financial statements.	Yes / No <input type="checkbox"/>	
<b>Donations and Tax Credits</b>		
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	
<b>Working for Families Tax Credits</b>		
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	
<b>Student Loan</b>		
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	
<b>Deductible Expenditure</b>		
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	
<b>Property Sales or Purchases including family home, holiday home, bach or rental</b>		
Please indicate if you have <u>sold/purchased</u> 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	
<b>Other Information</b>		
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	
<b>OR</b> A backup <b>OR</b> copy of your financial software as at year end <b>OR</b> access to your online system.	Yes / No	
Software version _____ User Name _____ Password _____		
<b>OR</b> Please provide details of the following for each rental property. Use a separate sheet if necessary	Yes / No	
<b>Income:</b>		
Total Rent Received		
<b>Expenses:</b>		
Rates		
Insurance		
Legal		
Repairs and Maintenance (please attach details or invoices)		
Mortgage Interest (attach copy of loan summary/statements from bank)		
<b>Details of any other expense relating to rental property:</b>	<b>\$ Amount</b>	
<b>Details of visits to inspect property/conduct property business:</b>	Yes / No	
<b>Date</b>	<b>Details</b>	<b>Kilometres</b>
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: \_\_\_\_\_ m<sup>2</sup>

Total Area: \_\_\_\_\_ m<sup>2</sup>

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.

## Working for Families Questionnaire

If you think you may be eligible for Working for Families Credits ensure this questionnaire is completed and included with your records

Client Name	Balance Date

I hereby instruct you to prepare my Working for Families estimated position 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 you may need to contact me to obtain further information before completing this return.

I accept that Gardiner Knobloch Limited will provide me with a calculation that is for indicative purposes only and is subject to confirmation from Inland Revenue, as it may be altered by information already held by Inland Revenue.

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / 20\_\_

### Your Spouse / Partner

If we do not prepare your spouse or partner's tax return please advise the following information:

Your spouse or partner's Name \_\_\_\_\_

Your spouse or partner's IRD Number \_\_\_\_\_

Your spouse or partner's Taxable Income \$ \_\_\_\_\_

If your spouse or partner is not a tax resident in New Zealand please advise their total worldwide income for the year.

## Information Regarding Your Children

### Child Born in Financial Year

If you had a child born within the last financial year you may be eligible for the Parental Tax Credit. You must apply for an IRD number for that child by completing an IRD number application form (IR595) which you can download from [www.ird.govt.nz](http://www.ird.govt.nz). You will need to take the completed form to a branch of the AA or NZ Post Shop with the relevant documentation. You will need to have an IRD number for all of your children.

### Dependent Children

Child's Name	IRD No.	Date of Birth	Date left school (or your care) or started work	How many days per week do you have custody?

## Information Regarding Your Children (continued)

### Children's Income over \$500

If any of your dependent children received passive income, such as interest, dividends, rent, beneficiary income from Trusts (which we don't act for) or Portfolio Investment Entity (PIE) income for the year please provide details. This excludes any income from jobs such as paper rounds, after school jobs or babysitting.

Child's Name	Amount of Income Received

### Income Sources & Information

For the current financial year Inland Revenue need to know if you received income from the following sources and the value of that income.

Please note that the questions below apply to both you and your spouse / partner.

Income Source and/or Information	Your Spouse or Partner	You	Supplied
<b>In Work Payment</b>			
What is the average number of hours worked per week			
<b>Child Support or Maintenance</b>			
Did you <b>receive</b> Child Support or Maintenance Payments for any of your children?	Yes / No	Yes / No	Yes / No
Did you <b>pay</b> Child Support or Maintenance Payments for any of your children?	Yes / No	Yes / No	Yes / No
<b>Trustee Income</b>			
Are you a settlor of a trust that has made a surplus in the current financial year that has not been fully allocated to the beneficiaries of the trust? (If we prepare the financial statements for the trust we will have this information)	Yes / No	Yes / No	Yes / No
<b>Fringe Benefits for Shareholder Employees</b>			
Did you have the use of a company vehicle?	Yes / No	Yes / No	Yes / No
Did you receive an interest free or low interest loan from the company, including an overdrawn current account? (If we prepare the financial statements for the company we will have this information)	Yes / No	Yes / No	Yes / No
<b>Portfolio Investment Income (PIE Income)</b>			
Did you receive Portfolio Investment Entity income? This doesn't include Superannuation Funds or Retirement Savings Schemes like Kiwisaver.	Yes/No	Yes / No	Yes / No
<b>Income of a Non Resident Spouse / Partner</b>			
Was your spouse / partner a non resident who earned money overseas?	Yes/No	Yes / No	Yes / No

<b>Income Source and/or Information</b>	<b>Your Spouse or Partner</b>	<b>You</b>	<b>Supplied</b>
<b>Tax Exempt Salary &amp; Wages</b>			
Did you earn any salaries or wages that you do not pay tax on? An example of this is income received as an employee of an international organisation.	Yes/No	Yes / No	Yes / No
<b>Pensions &amp; Annuities</b>			
Have you received any pensions or annuities (excluding NZ Superannuation)? Include the amount of pension or annuity payments from life insurance policies or a Superannuation Fund	Yes/No	Yes / No	Yes / No
<b>Other Payments</b>			
Did you receive any other payments that are used for the family's day to day living expenses such as rent, mortgage, power or school fees. If the total is more than \$5,000 per annum then we need to include these in the family income. Examples include – Grandparents providing an allowance, someone helping pay your monthly bills or a soft loan (interest free with no fixed repayment date).	Yes/No	Yes / No	Yes / No
<b>Income Equalisation Scheme Deposits</b>			
Include if you or a trust or company controlled by you made, or received a refund of any Income Equalisation deposits. (If we prepare the financial statements for the trust or company we will have this information)	Yes/No	Yes / No	Yes / No
<b>Boarders</b>			
Did you receive income from renting out rooms in your property to boarders?	Yes/No	Yes / No	Yes / No
<b>Royalties</b>			
Have you received any income from the use or right to use a copyright, patent or trademark or other similar property or right.	Yes/No	Yes / No	Yes / No
<b>Undistributed Company Profits</b>			
Do you own shares in a company that is not publicly listed? If you are a shareholder in a family or a private company that has five or fewer shareholders, please advise the amount of undistributed profits in the company and your percentage of ownership. (If we prepare the financial statements for the company we will have this information)	Yes/No	Yes / No	Yes / No
<b>Maori Authority</b>			
Do you receive any tax-free income as a beneficiary of a Maori Authority?	Yes/No	Yes / No	Yes / No

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