

**2017 CLIENT INFORMATION SHEET - INDIVIDUAL QUESTIONNAIRE**

|   |     |
|---|-----|
| <b>Accounting Tasman Ltd</b><br><b>Richmond</b>   | TO: |
| <p><u>Please Complete -</u></p> Contact Phone No.: _____<br>Email address: _____<br>Convenient Time to Contact: _____ |     |

**PERSONAL INFORMATION REQUIRED FOR COMPLETION OF TAXATION RETURNS**

**INCOME:**

· Please tick if you received:

- Wages and Salaries
- Directors Fees
- National Superannuation
- Accident Compensation
- Family Support Payments etc.
- Overseas Pensions
- Cash Jobs – advise amounts received

· Interest and Dividends:

Please provide full details of all Interest and Dividends received.  
 Attach all Interest and Dividend Advices/Certificates for all joint investments and Individual Investments

· Other Income (attach a schedule with details):

- Rents
- Partnership, Trusts or Estates
- Overseas Income
- Company (Shareholders Salary/Attributed Loss)
- Other

· Overseas Investments:

**The Inland Revenue Department requires full details of all foreign investments held in other countries. If applicable please see questionnaire at back of this form.**

Student Loans:

If you received or paid a student loan during the year please provide details as it may affect your tax position.

**EXPENSES:**

Income Protection Insurance:

Please attach details of amount paid for year – your insurer should provide you with this information each year.

Withholding Income:

Do you have expenses to claim against withholding income, if so provide details

**NON RESIDENTS:**

Did you visit New Zealand during the year?

If YES please list the dates of arrival, departure and specify the purpose of the trip eg: Holiday and rental inspection.

No Visits

Attached/NA

Did you leave New Zealand during the year and now consider yourself to be a non resident?

Yes/No

Departure Date \_\_\_\_\_

**WORKING FOR FAMILIES TAX CREDITS: PLEASE COMPLETE!!!!**

Detail below names and birth dates of all children that were in your care during the year. If they do not have IRD Numbers you will need to apply for one, or contact us and we can do this for you.

| <u>Name of Child</u> | <u>Age</u> | <u>Date of Birth</u> | <u>Date Left School</u> | <u>IRD No. (If known)</u> |
|----------------------|------------|----------------------|-------------------------|---------------------------|
| _____                | _____      | _____                | _____                   | □□-□□□-□□□                |
| _____                | _____      | _____                | _____                   | □□-□□□-□□□                |
| _____                | _____      | _____                | _____                   | □□-□□□-□□□                |
| _____                | _____      | _____                | _____                   | □□-□□□-□□□                |
| _____                | _____      | _____                | _____                   | □□-□□□-□□□                |

To calculate your Working for Families Tax Credits entitlement please complete:

- Did you or your spouse receive family assistance during the year? YES / NO
- Have you married, separated or otherwise changed your family circumstances during the year? Dates required YES / NO
- Have you paid or received maintenance to/from any person during the year? YES / NO
- Were you a full time wage/salary earner during the year?  
(20 hours/week single parent, or 30 hours/week for joint spouses) YES / NO  
If 'Yes', for how many weeks of the year. \_\_\_\_\_ Weeks
- Have you supplied full details of your spouse income? YES / NO
- Have you received PIE Income? YES / NO  
If 'Yes' amount received \$ \_\_\_\_\_
- Are you a Settlor of a Trust that has not distributed all of its Trustee Income? YES / NO  
If 'Yes' details required
- Do you receive fringe benefits from a company? YES / NO  
If 'Yes' details required
- Have your children received over \$500 a year (per child) of interest/dividends, rent royalties, beneficiary income, or income from a PIE that is not a superannuation/retirement scheme? YES / NO  
If 'Yes' provide details \$ \_\_\_\_\_
- Have you received income from a non-resident spouse? YES / NO  
If 'Yes' provide details \$ \_\_\_\_\_
- Have you received tax exempt salary or wages? YES / NO  
If 'Yes' amount received \$ \_\_\_\_\_
- Do you receive a pension or annuity? YES / NO  
If 'Yes' 50% of this amount is included in Working For Families calculation Amount \$ \_\_\_\_\_
- Have you received more than \$5000 from other persons or entities that are used for day to day living expenses ie payments from an insurance policy that covers loss of income or payments by another person on behalf of the principal caregiver for regular expenses (eg paying power, phone, rates, rent etc)? YES / NO  
If 'Yes' please provide details

**2017 CLIENT INFORMATION SHEET - INDIVIDUAL QUESTIONNAIRE/ Continued...**

*Please read the following Terms of Engagement and sign the Client Authorisation at the foot of this page. We are required by the New Zealand Institute of Chartered Accountants to have this authority signed for every assignment we undertake.*

**TERMS OF ENGAGEMENT**

Our services will be provided solely for your own use, and the use of other specifically authorised parties.

Unless otherwise stated, all reports prepared by us in the provision of our services will be prepared for the stated purposes alone.

Our services are provided on the basis that you have provided us with a full disclosure of all necessary information. We accept no liability in respect of our services where such a full disclosure has not been made.

Neither the whole nor any part of any report, or any reference to the same, be included in any document without our written approval as to the form and context in which it may appear.

We reserve the right to submit interim invoices for services where it is considered necessary to do so.

All accounts are payable by the last working day of the month following invoice date. If you are unable to meet this please phone before due date to make an alternative arrangement.

The Directors of Accounting Tasman Limited reserve the right to charge interest at two and a half percent (2.5%) per month on all overdue accounts.

Should a Debt Collection Agency be required to collect an overdue account, all additional recovery costs will be added to the outstanding amount for collection.

Any personal information collected and held by us will be used for purposes related to servicing your needs in respect of our services. Under the Privacy Act 1993 you have the right of access to and collection of personal information about you that we hold. Should you dispute these Terms of Engagement please contact our office, prior to job commencement, for discussion.

*Please ensure this authority has been signed when you bring work to us:*

**Client Authorisation:**

I authorise you to prepare financial statements from the information and records I have supplied to you. I advise you not to complete an audit or review. I accept responsibility for the accuracy and completeness of all records and information supplied to you and agree to the terms of engagement:

I also give you full authority to contact my Bank, lawyer, WINZ, ACC, Finance Companies, Insurance Companies and the Inland Revenue Department for any purposes relating to my affairs. This authority also applies for the Client Linking System with the Inland Revenue Department and Accounting Tasman Limited as tax agent. I acknowledge that this information would not otherwise be available due to the Privacy Act restrictions, but I give full authority, for all tax types, for this statement to be used as written confirmation of my agreement to your obtaining information from the Bank, lawyer, WINZ, ACC, Finance Companies, Insurance Companies and the Inland Revenue Department which includes online services and Info Express for the above mentioned purposes.

**CLIENT'S SIGNATURE:**

.....

**DATE:** .....

## 2017 OVERSEAS INCOME QUESTIONNAIRE

| <u>Did you have or do you have any of the following?</u>                                     | Yes                      | No                       |
|--|--------------------------|--------------------------|
| • An overseas current/cheque account   | <input type="checkbox"/> | <input type="checkbox"/> |
| • An overseas call account/money-maker account   | <input type="checkbox"/> | <input type="checkbox"/> |
| • An overseas fixed-term deposit   | <input type="checkbox"/> | <input type="checkbox"/> |
| • An overseas credit/debit card  | <input type="checkbox"/> | <input type="checkbox"/> |
| • An overseas mortgage/loan  | <input type="checkbox"/> | <input type="checkbox"/> |
| • An overseas digital wallet (eg Paypal, Google wallet, Apple Pay)                           | <input type="checkbox"/> | <input type="checkbox"/> |
| • Holdings in any digital currencies (eg Bitcoin, Monero)                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| • Overseas bonds/notes/other financial arrangements  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Shares in a foreign company/units in a foreign unit trust or mutual fund                   | <input type="checkbox"/> | <input type="checkbox"/> |
| • A foreign portfolio with a portfolio manager, bank, bare trustee or nominee                | <input type="checkbox"/> | <input type="checkbox"/> |
| • A foreign pension/provident/superannuation fund or an entitlement in a foreign pension     | <input type="checkbox"/> | <input type="checkbox"/> |
| • A foreign annuity  | <input type="checkbox"/> | <input type="checkbox"/> |
| • A foreign life insurance/assurance policy as a beneficiary or payee                        | <input type="checkbox"/> | <input type="checkbox"/> |
| • Ownership/interest in an overseas property situated outside New Zealand                    | <input type="checkbox"/> | <input type="checkbox"/> |
| • Holdings in precious metals/minerals, either physical or units (eg gold, silver, platinum) | <input type="checkbox"/> | <input type="checkbox"/> |

| <u>Did you receive or do you receive income any of the following?</u>                 | Yes                      | No                       |
|---|--------------------------|--------------------------|
| • Overseas interest/dividends/royalties   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Transfer/withdrawal of a lump sum from a superannuation fund or life insurance      | <input type="checkbox"/> | <input type="checkbox"/> |
| • An overseas pension/annuity   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Overseas salary/wages/commissions   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Overseas rental income  | <input type="checkbox"/> | <input type="checkbox"/> |
| • A distribution from an overseas trust or similar entity (whether capital or income) | <input type="checkbox"/> | <input type="checkbox"/> |
| • A distribution from an overseas estate  | <input type="checkbox"/> | <input type="checkbox"/> |

### **Interest in an offshore activity**

| <u>Did you have or do you have an interest in any offshore entity as a director, member, founder, trustee, protector, appointer, settler or beneficiary (vested or discretionary)?</u> | Yes                      | No                       |
|--|--------------------------|--------------------------|
| • Entities without separate legal personality eg partnership, joint ventures, trusts and estates   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Entities with separate legal personality eg foundations (Stifung), Establishments (Anstalt) incorporated estates, corporations, limited partnerships and companies.                  | <input type="checkbox"/> | <input type="checkbox"/> |