Individual Questionnaire

Ensure this questionnaire is completed and included with your records

Phone:
Fax:
Email:
r. I undertake to supply all information and completeness of such information. You impanies and all government agencies to ents. I authorise you to obtain information order to complete the above assignments. unication channels.
ill be signed by me/us however you are of my/our associated entities.
at the rate of 1.5% per month, and that all ne charging of such interest will be at your le from me/us.
✓ Comments
.1
.
)

Client Questionnaire Individual Page 1 of 6

Records Required	✓	Comments	
Overseas			
 Supply details of overseas interest, dividends, wages receive taxation paid 	d and		
 Provide details of any overseas investments held at any time financial year 	during the		
 Attach all of your investments advisor's reports Have you at any point in your lifetime, ever contributed to a for superannuation scheme, even if you cannot receive the bene retire? 			
Any Other Income			
Attach details: Income Replacement Insurance Policy – provide details of preclaims Look Through Company – if you have been allocated a share other than from a company that we are aware of, please provi	of a loss		
Donations			
Do you want us to complete your rebate claim form? Yes \[\] No \[\] If so, please attach receipts.			
Working for Families Tax Credits and Parental Tax Credit			
Please supply full names and birth dates of all children. Please no following:	te the		
 If you had a child born within the current financial year you may for the Parental Tax Credit. Please include their IRD Number be do not have this you will need to obtain one for them in order to entitlement for them Where a child has become financially independent during the cu financial year, please advise the date they left school or home 	elow. If you claim any		
Child's Name	<u>O No</u> .	Date of Birth	Date left School

Client Questionnaire Individual Page 2 of 6

Records Required	✓	Comments
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.		
■ 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		

Client Questionnaire Individual Page 3 of 6

Records Required	✓	Comments
Additional income information - Working for Families Tax Credits (c	ontinu	ued)
3		
• 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 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/intro/iit-adjust-income.html		
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 purchase documents.		

Client Questionnaire Individual Page 4 of 6

Mixed Use Holiday Home		
Do you have a property (such as a holiday home	e or a bach) that is used privately and also to derive income?	
If yes, provide details of property:	Yes	
,		
Was the property empty for 62 days in the incom		
If yes, please complete the following section so	we can determine the amount of allowable deductions.	
Mixed Use Holiday Home - Information I	Required	
The number of days the property was empty du	ring the income year	
OR where income from any person received wa	ily or associated persons* during the income year us less than 80% of market rate need by an entity, persons associated with the entity owning the property	
If there is more than one tenant who used the pa	roperty 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 (th required):	e list below is not exhaustive – details of all expenses will be	
Cost of advertising for tenants	\$	
Cost of repairing damages caused by tenants	\$	
Number of days spent in the property while repa	airing damages caused by tenants	
Mortgage interest	\$	
Rates	\$	
Insurance	\$	
Repairs/maintenance for general wear and tear	\$	
Other (please give details) :		

Client Questionnaire Individual Page 5 of 6

Mixed Use Boat or Plane	
Do you have a boat or plane (with a m	arket value of \$50,000 or greater), that is used privately and also to derive
income?	Yes 🗌 No 🗍
If yes, provide details:	
Description:	
Market value: \$	
Was the asset unused for 62 days in the lift yes, please complete the following s	he income year? Yes \(\subseteq \text{No } \subseteq \) ection so we can determine the amount of allowable deductions.
Mixed Use Boat or Plane - Inform	mation Required
The number of days the asset was un	used during the income year
The number of days the asset was use	ed by family or associated persons* during the income year
	ceived was less than 80% of market rate s, or if owned by an entity, persons associated with the entity owning the property
For non-associated persons where pa	yment received is at least 80% of market value:
Number of days the asset was used:	
Income received:	\$
	\$operty (the list below is not exhaustive – details of all expenses will be
Expenses incurred in respect of the pr	
Expenses incurred in respect of the pr required):	operty (the list below is not exhaustive – details of all expenses will be
Expenses incurred in respect of the pr required): Cost of advertising for hireage	operty (the list below is not exhaustive – details of all expenses will be
Expenses incurred in respect of the pr required): Cost of advertising for hireage Cost of repairing damages caused by	operty (the list below is not exhaustive – details of all expenses will be \$hireage
Expenses incurred in respect of the pr required): Cost of advertising for hireage Cost of repairing damages caused by Operating costs / supplies	operty (the list below is not exhaustive – details of all expenses will be \$ hireage \$ \$

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

Client Questionnaire Individual Page 6 of 6