# Individual Questionnaire – 31.03.2017

Ensure this questionnaire is completed and included with your records.

| | | | |
|---|---|---|---|
| Client Name | | Phone: | |
| Balance Date | 31.03.2017 | Fax: | |
| | | Email: | |
| | | ACC Number: *(if applicable)* | |

To: Lay Dodd Partners Limited

**Terms of Engagement**

I hereby instruct you to prepare our Taxation Returns for the 2017 year. I undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. You are hereby authorised to communicate with my bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to carry out the above assignments.

You are hereby authorised to act as my/our agent for ACC levy purposes for all associated entities. This authorisation allows Lay Dodd Partners to query and change information on my/our ACC levy account(s) through ACC staff, and through ACC Online Services.

You are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us however you are authorised to sign any other taxation return on behalf of myself/ourselves or any of my/our associated entities.

I/We also accept that you have 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 your discretion. I/We accept that any collection costs you incur will be fully recoverable from me/us.

Signature _____________________________________________ Date _____________________________

| **Records Required** | ✓ | **Comments** |
|---|---|---|
| **Wages/National Superannuation/Benefits** | | |
| Please provide us with the names of any organisations you have received the following from:<br>▪ Wages<br>▪ ACC payments<br>▪ National Superannuation<br>▪ Any other benefits<br>In most cases IRD will have sent us these details direct; however we do need to check all details have been included. | ☐<br>☐<br>☐<br>☐ | |
| **Student Loan** | | |
| Do you have a student loan?<br>If so, please provide your latest statement from IRD. | ☐ | |
| **Interest and Dividends** | | |
| Please supply the advice slips.<br>▪ 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.<br>▪ If any dividends are reinvested or are taken as bonus shares, also include these advice slips. | ☐<br>☐ | |
| **Rental and Leased Property** | | |
| Please complete document entitled “Rental Questionnaire”. | ☐ | |

| Home Office Expenses | |
|---|---|
| If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details: | |
| Power $_____________ | Area used for Business: __________ m² |
| Insurance (Building & Contents) $_____________ | Total Area of House & Workshop: __________ m² |
| Interest (House Mortgage) $_____________ | |
| Rates $_____________ | |
| Repairs & Maintenance $_____________ | |
| Telephone $_____________ | |
| Rent $_____________ | |
| Other $_____________ | |

| **Records Required** | ✓ | **Comments** |
|---|---|---|
| **Partnerships, Trusts, Estates and Companies** | | |
| Please supply details of income received. | ☐ | |
| **Overseas** | | |
| Include overseas interest, dividends, wages received and taxation paid.<br>**Note:** New Zealand residents are liable for tax on all world-wide income.<br><br>If Yes, please provide details of the value and quantity of the investments held at any time during the financial year. Please provide the date, value and details of any purchases, sales and income (dividends).<br><br>Please attach all of your investments advisor's reports. This information is required so we can calculate if any income needs to be declared under the FIF (Foreign Investment Fund) rules. | ☐ | |
| **Any Other Income** | | |
| Attach details:<br>▪ Income Replacement Insurance Policy – provide details of premiums and claims.<br>▪ 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 ☐<br>If so, please attach receipts.<br>**NOTE: Housekeeping and Childcare tax credits are no longer available** | | |
| **Working for Families Tax Credits and Parental Tax Credit** | | |
| Please supply full names and birth dates of all children. Please note the following:<br><br>▪ 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.<br>▪ Where a child has become financially independent during the current financial year, please advise the date they left school or home. | ☐ | |
| 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. | ☐ | |

| **Child's Name** | **IRD No.** | **Date of Birth** | **Date left School** |
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| **Records Required** | ✓ | **Comments** |
|---|---|---|
| **Additional income information - Working for Families Tax Credits** | | |
| 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**<br>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**<br>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**<br>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**<br>This includes all passive income such as interest, rents or beneficiary income, received by a dependant child above a threshold of $500 per year, per child. | ☐ | |
| ▪ **Income of non-resident spouse**<br>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**<br>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**<br>This includes 50% of the amount of pension or annuity payments from life insurance policies or a superannuation fund, (excluding NZ Super). | ☐ | |
| ▪ **Other payments**<br>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. | ☐ | |

| Records Required | ✓ | Comments |
|---|---|---|
| **Additional income information - Working for Families Tax Credits** | | |
| ▪ **Income equalisation scheme deposits (excludes 'adverse events' deposits)**<br>This includes any deposits made by you, a company controlled by you or your trust or your trust to an agricultural, fishing or forestry business income equalisation scheme account at Inland Revenue.<br><br>A detailed description and examples of above income types is available from the IRD website: http://www.ird.govt.nz/wff-tax-credits/entitlement/work-out/wfftc-entitlement-adjustments.html | ☐ | |

**Thank you for completing this questionnaire.**

**Please don't forget to sign it.**