

CHARTERED ACCOUNTANTS & BUSINESS ADVISORS

INDIVIDUAL QUESTIONNAIRE

NAME: _____ CONTACT PHONE: _____

CLIENT ADDRESS: _____

EMAIL: _____ BALANCE DATE: 31 March 20

BANK ACCOUNT FOR REFUNDS:

Account Name: _____

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1. INCOME

For salary, wages, commissions, superannuation, Accident Compensation, Unemployment Benefit, Family Support - please disclose employer or payer. YES / NO

Amount of pension received from a Registered Superannuation Fund or Life Insurance policy whether or not tax free. \$ _____ YES / NO

2. INTEREST RECEIVED

Did you receive any interest, or have any interest credited to you? YES / NO

 If YES, supply full details of all interest received for the full year.
 Include advice slips and tax deduction certificates.

KIWISAVER: Please check that your Prescribed Investor Rate (PIR) is correct for your level of income

3. DIVIDENDS RECEIVED

Did you receive any dividends, or have any dividends credited to you? YES / NO

 Include distributions from New Zealand or Overseas Unit Trusts.
 If YES, supply full details of all dividends received. Include all shares issued in lieu of dividends and taxable bonus issues. Attach advice slips.

4. ESTATE, TRUST OR PARTNERSHIP INCOME

Did you receive any income from an Estate, Trust or Partnership. YES / NO

 If YES, please supply details and advice notices received or name and address of the person to contact.

5. RENT RECEIVED

Did you receive any income from rent? If so, please complete the Rental Questionnaire. YES / NO

6. OTHER INCOME

Do you have any other income from NZ not mentioned above such as: YES / NO

 - profit on sale of shares or other investments acquired for resale
 - cash jobs
 - tips
 - Sale of property/real estate. If YES, please supply details

7. FOREIGN INCOME, ASSETS AND LIABILITIES

Migrants or returning New Zealanders may have a wide range of foreign financial interests that may need to be accounted for in New Zealand. YES / NO

(a) **Assets and Liabilities:** Please advise us if you have any overseas interests whatsoever including an overseas bank account, mortgage, life insurance, property, company, shares in a company, interest in a Trust etc.

(b) **Overseas Income:** Examples of overseas income: Any dividends, interest, royalties, wages, rental, pensions, foreign business, services or employment, foreign trust income and estate income.
 These may need to be included in your income tax return.

- 8. FOREIGN TRUSTS OR ESTATES** **YES / NO**
 Are you a Trustee/Administrator/Executor for a Foreign Trust or Estate?
- 9. EXPENSES** **YES / NO**
 There is presently no deduction available for employment related expenses.
 (a) Did you incur any expenses against withholding payments?
 If YES, please supply list and receipts.
 (b) Did you borrow money or incur any direct costs relating to any of your investments?
 If YES, please give details of interest and other costs, and how they relate to your Investments.
- 10. INCOME PROTECTION INSURANCE** **YES / NO**
 Premiums on loss of earnings insurance (income protection) are deductible, provided the benefit from the insurance policy is taxable.
- 11. DONATIONS TAX CREDIT :** **YES / NO**
 Did you or your spouse make donations?
 If you require us to complete your "Claim for personal tax rebate" (IR526), please supply receipts and fill in bank account details on the front page of questionnaire.
- 12. WORKING FOR FAMILIES TAX CREDIT:** **YES / NO**
 Are you the principal care giver of one or more dependent children under the age of 18 years AND receive Working or Families Tax Credit from IRD? If you ticked yes, then you are responsible for advising the IRD of your current circumstances.
- 13. STUDENT LOAN** **YES / NO**
 Did you or your spouse have a student loan?

TERMS OF ENGAGEMENT

To: Cary Mossman Limited

I/we hereby instruct you to prepare our Taxation Returns. I/we 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/our bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to complete the above assignments. I/we authorise you to obtain information from Inland Revenue about all tax types except child support (NCP or CPR) in order to complete the above assignments. This includes obtaining information through all Inland Revenue media and communication channels.

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.

 Client Signature:

 Dated: