

ANNUAL QUESTIONNAIRE

31 MARCH 2024

Individual

CLIENT NAME:

Contact Person:

Email Address:

Phone Number:

Address:

I instruct you to prepare the Financial Statements and Income Tax return for the year ended 31 March 2024.

I undertake to provide all information necessary to carry out this service and am responsible for the completeness and accuracy of this information.

You are authorised to communicate with my solicitors, bankers, finance institutions and all government departments to obtain any information required for this service.

Signed: Date:

Please complete the checklist below to determine which parts of the questionnaire you need to answer.

This is the INDIVIDUAL questionnaire. We require this to be completed if we prepare your personal tax return. (If you are a sole trader, please also complete a business questionnaire)

	Yes	No	If 'yes' complete
1. Did you receive any contract income with withholding tax deducted?			1
2. Did you have investments in a managed portfolio?			2
3. Did you receive any NZ interest or dividend income? *			3
4. Did you receive any overseas income? *			4
5. Did you receive any PIE Income? *			5
6. Do you have any overseas investments, superannuation, or pension? *			6
7. Did you receive any rental income and/or income from boarders?			7
8. Did you have a property, which is used both privately and for income earning use?			8
9. Did you receive any taxable distributions from a Trust or Estate that we don't act for?			9
10. Are you a shareholder of a company that we do not act for?			10
11. Are you a member of a partnership that we do not act for?			11
12. Did you hold any cryptocurrency (e.g. Bitcoin) during the financial year?			12
13. Did you receive any other income not included in the above classifications?			13
14. Are the Working for Families Tax Credits (WFFTC) applicable to you?			14
15. Did you make any donations?			15
16. Did you pay income protection insurance?			16
17. Do you want to claim home office expenses?			17
18. Do you have a student loan?			

****Outside of a Managed Investment Portfolio***

1	Contract Income	Enclosed	N/A
	Please provide details of any expenses which can be claimed against your contract income.		
2	Managed Investment Portfolio	Enclosed	N/A
	Please provide a copy of your end-of-year tax and investment reports provided by your Investment Advisor.		
3	NZ Interest or Dividend Income	Enclosed	N/A
	Please provide copies of all dividend statements, interest statements and RWT certificates for the year.		
4	Overseas Income	Enclosed	N/A
	Please provide full details of any overseas income received, including dividends, interest, and any other income received of overseas origin including details of any foreign tax credits attached to the income.		
5	PIE Income	Enclosed	N/A
	Please provide a copy of your annual PIE tax statements.		
6	Overseas Investments/Superannuation/Pension	Enclosed	N/A
	Please provide the following details for any Foreign Investment Funds (FIFs) owned: <ul style="list-style-type: none"> • Number of shares owned at the beginning of the financial year and the market value • Details of shares purchased and sold during the 12-month period. • Confirmation of the number of shares held at the end of the financial year and the market value. <p><i>It is important to identify specific dates and the currency applicable, as the financial amounts must be translated to New Zealand Dollars.</i></p> <p>Do you have an overseas superannuation or pension fund? If yes, please supply details of provider, amount and any income received.</p>		
7	Rental Income	Enclosed	N/A
	<ul style="list-style-type: none"> • Details of rental income received. • Details of rental expenses incurred, including insurance, rates, repairs, body corporate etc. • Copies of loan statements for the full year for all loans. • Property management statements (if applicable) • Copies of sale and purchase agreements and settlement statements if rental properties were purchased or sold, in the year. 		

8	Mixed Use Assets	Enclosed	N/A
<p>You have a mixed-use asset if it is used for both private use and income-earning use: Property, regardless of cost price or current value e.g. a holiday home, house/room used for Aibnb.</p> <p>If you have any of the above, please advise:</p> <ul style="list-style-type: none"> • Number of days income earned. • Number of days used privately • Number of days it was unused • Total income received • Expenses relating to the asset for the year e.g. rates, power, insurance, any other costs directly related to quests, such as food and consumables etc. 			
9	Trust/Estate Distributions	Enclosed	N/A
<p>Please provide a copy of the relevant Trust/Estate financial statements and taxation returns, or the details of the accountant who prepares them.</p>			
10	Shareholder Information	Enclosed	N/A
<p>Please provide a copy of the relevant financial statements and taxation returns, or the details of the accountant who prepares them.</p>			
11	Partnership Information	Enclosed	N/A
<p>Please provide a copy of the relevant financial statements and taxation returns, or the details of the accountant who prepares them.</p>			
12	Cryptocurrency	Enclosed	N/A
<p>Please provide details of any cryptocurrency received / bought / sold / transferred in the past year.</p>			
13	Other Income	Enclosed	N/A
<p>Please provide details of any other income received.</p>			
14	Working for Families Tax Credits (WFFTC)	Yes	No
<p>We will not calculate your WFFTCs unless you specifically request us to do so. Please tick yes if you would like us to estimate your entitlements based on the information you provide.</p>			

15	Donations Rebate	Enclosed	N/A
	Please provide copies of receipts for any charitable donations made in the last financial year.		
16	Income Protection Insurance Premiums	Enclosed	N/A
	Please supply a copy of the premiums paid during the 12-month period, including policy number, terms of policy etc. Note: Most agreed value policies are not tax deductible		
17	Home Office Allowance	Enclosed	N/A
	<i>If you have supplied details of your house and the area used for business purposes in prior years, and the details have not changed, you do not need to supply this information again.</i>		
	Address of the property:		
	The total area of the house is:		m2
	The total area used for business purposes is:		m2
	The annual total of the following expenses is required in order to complete the calculations:		
	Rent:	Insurance	Power & Gas:
	Phone & Internet:		Rates:
	Mortgage Interest:		Repairs:

Notes, additional information

Thank you for taking the time to complete this questionnaire.