

**Personal Taxation Annual Accounts Questionnaire**

Name:	
Address:	
E-Mail address:	
Home/Cell phone:	
IRD Number:	
Date of birth:	
Convenient time to contact:	
Spouse's name:	
Spouse's IRD number:	
Spouse's date of birth:	
Spouse's income:	
Names of children & years of birth: (18 years and under only)	

To: **Chatfield & Co Limited**

<b>TERMS OF ENGAGEMENT</b>
<p>I/We accept responsibility for the accuracy and completeness of the information supplied herein which is to be used in the preparation of my/our Income Tax Returns. You are not to complete an audit, nor do I/we wish you to undertake a detailed review of my affairs in order to substantiate the accuracy of my tax return.</p> <p>I/we understand your work may not necessarily detect error or fraud and that you accept no liability for the accuracy and completeness of the information supplied by me. I/we understand that during preparation of the Taxation Returns you will not be specifically investigating non-compliance with laws and regulations, however should anything come to light of this nature during this process, you will bring that to our attention. To comply with recent change of Anti-Money Laundering and Countering Financing of Terrorism Act 2009, I/we may be required to provide personal identifications.</p> <p>I/we further understand that the Taxation Returns will be prepared at my request to determine my/our taxation liabilities, and that you will not be liable for any losses, claims or demands by any third person.</p> <p>I/we also accept responsibility for all other records and information supplied to you other than those listed herein. I/we accept responsibility for any failure by me to supply all relevant records and information to you. The information contained herein is correct according to the best of my knowledge and belief.</p> <p>I/we hereby authorise Chatfield &amp; Co Limited to obtain from Inland Revenue, financial institutions, ACC and any other third party any records or information you require for the purpose of preparing my/our Income Tax Return and accordingly any such third party is authorised to provide you with information required.</p> <p>You are to represent us as our tax agent. All income tax returns will be signed by us however you are authorised to sign any other taxation return on behalf of ourselves or any of our associated entities.</p> <p><b>SIGNATURE:</b></p>  <p><b>DATE:</b> _____ / _____ / _____</p>

<b>Records Required</b>		
<p><b>1. Wages/National Superannuation/Benefits</b> Please provide us with the names of any organisations you have received the following from:</p> <ul style="list-style-type: none"> <li>• Wages</li> <li>• ACC payments</li> <li>• National Superannuation</li> <li>• Any other benefits</li> </ul>	Yes	No
<p><b>2. Student Loan</b> Do you have a student loan? If so, provide your latest statement from IRD</p>	Yes	No
<p><b>3. Interest and Dividends</b></p> <ul style="list-style-type: none"> <li>• Annual advice notice showing withholding tax deducted (such as Bank RWT certificates).</li> <li>• Advice slips for any dividends received (including dividends taken as bonus shares)</li> </ul>	Yes	No
<p><b>4. Partnerships, Trusts, Estates and Companies</b> Please provide details of income received.</p>	Yes	No
<p><b>5. Overseas Income &amp; FIF</b></p> <ul style="list-style-type: none"> <li>• Please provide details of overseas interest, dividends, wages received and taxation paid</li> <li>• Please provide details of any overseas investments held at any time during the financial year</li> <li>• Attach all of your investments advisor's reports</li> </ul>	Yes	No
<p><b>6. Any Other Income</b> Please attach details:</p> <ul style="list-style-type: none"> <li>• Income Replacement Insurance Policy – provide details of premiums and claims</li> <li>• 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</li> </ul>	Yes	No
<p><b>7. Donations</b> Do you want us to complete your rebate claim form? If so, attach receipts</p>	Yes	No
<p><b>8. Working for Families Tax Credits and Parental Tax Credit</b> Do you apply for Working for Families Tax Credits &amp; Parent Tax Credit? If so, please refer to attached <b>Schedule 1</b></p>	Yes	No
<p><b>9. Mixed Use Holiday Home</b></p> <ul style="list-style-type: none"> <li>• Do you have a property (such as a holiday home or a bach) that is used privately and also to derive income?</li> <li>• Please provide details of your property (holiday home) that is used privately and also to derive income.</li> <li>• Details of property: _____ _____</li> <li>• Was the property empty for 62 days in the income year? If yes, please complete attached <b>Schedule 2</b> so we can determine the amount of allowable deductions</li> </ul>	Yes	No

### Schedule 1 - Working for Families Tax Credits and Parental Tax Credit

- Please provide details of all dependent children who live with you (listed below)
- If you have received Working for Families Tax Credits during the year, supply the certificate issued to you by IRD, detailing the amounts
- Please provide details of any child support or maintenance payments made or received

Child's name	IRD no.	Date of birth	Date left school

### Additional income information - Working for Families Tax Credits

Please provide details of income received from the following sources to determine the family income for Working for Families Tax Credits:

▪ **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 dependant 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 50% of the amount of pension or annuity payments from life insurance policies or a superannuation fund, (excluding NZ Super).

- **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 or your trust to an agricultural, fishing or forestry business income equalisation scheme account at Inland Revenue.

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>

## Schedule 2 - Mixed Use Holiday Home - Information Required

The number of days the property was **empty** during the income year

The number of days the property is used by family or associated persons\* during the income year

\*\* Associated persons include close relatives, or if owned by an entity, persons associated with the entity owning the property

If there is more than one tenant who used the property 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 property (the list below is not exhaustive – details of all expenses will be required):

Cost of advertising for tenants

\$

Cost of repairing damages caused by tenants

\$

Number of days spent in the property while repairing damages caused by tenants

Mortgage interest

\$

Rates

\$

Insurance

\$

Repairs/maintenance for general wear and tear

\$

Other (please give details)

\$