

Individual Questionnaire

Ensure this questionnaire is completed and included with your records

Client Name		Phone:	
Balance Date		IRD Number	
		Email:	

To: Rodgers & Co Limited

Terms of Engagement and Authority to obtain information

I hereby instruct you to prepare my Taxation Return. I undertake to supply all information necessary to carry out such services and will be responsible for the accuracy and completeness of such information.

I understand that you will rely upon the information provided by me. I understand that during preparation of the Taxation Return 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 my attention.

I understand that my Taxation Return is prepared to determine my taxation liabilities. If this should change in any material respect, I will inform you immediately.

All other terms and conditions of this engagement are the same as those referred to in the original Engagement Letter I signed when I became a client.

I accept that Rodgers & Co Limited 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 the invoice date. The charging of such interest will be at the discretion of Rodgers & Co Limited. I accept that any collection costs incurred by Rodgers & Co Limited will be fully recoverable from me.

Rodgers & Co Ltd are hereby authorised to communicate with my bankers, solicitors, finance companies and government agencies to obtain such information as required.

Authority to Act

Rodgers & Co Ltd are hereby authorised to obtain information from Inland Revenue through all channels including electronic ones for all tax types (except Child Support).

You are to represent me as my tax agent for all tax types. You are therefore authorised to sign any taxation return on behalf of myself or any of my associated entities.

Signature _____ Date _____

Records Required	✓	Comments
Wages/National Superannuation/Benefits		
Please provide us with the names of any organisations you have received the following from: Wages - ACC payments - National Superannuation - Any other benefits In most cases IRD will have sent us these details direct; however we do need to check all details have been included.	<input type="checkbox"/>	
Student Loan		
Do you have a student loan? If so, please provide your latest statement from IRD	<input type="checkbox"/>	
Interest and Dividends		
Please supply the advice slips. ▪ For interest received, you should have an annual advice notice showing the withholding tax deducted. ▪ If any dividends are taken as bonus shares, also include these advice slips	<input type="checkbox"/>	
Partnerships, Trusts, Estates and Companies		
Please supply details of income earned from any entity for which we do not prepare the accounts and tax returns.	<input type="checkbox"/>	

Records Required	✓	Comments
Overseas		
<ul style="list-style-type: none"> ▪ Supply details of overseas interest, dividends, wages received and taxation paid ▪ Provide details of any overseas investments held at any time during the financial year ▪ Attach all of your investments advisor's reports ▪ Have you at any point in your lifetime, ever contributed to a foreign superannuation scheme, even if you cannot receive the benefits until you retire? 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Any Other Income		
<p>Attach details:</p> <ul style="list-style-type: none"> ▪ Income Replacement Insurance Policy – provide details of premiums and claims ▪ 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 	<input type="checkbox"/> <input type="checkbox"/>	
Donations		
<p>Do you want us to complete your rebate claim form? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If so, please attach receipts.</p>	<input type="checkbox"/>	
Working for Families Tax Credits and Parental Tax Credit		
<p>Please supply full names and birth dates of all children. Please note the following:</p> <ul style="list-style-type: none"> ▪ 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 ▪ Where a child has become financially independent during the current financial year, please advise the date they left school or home 	<input type="checkbox"/>	
<p><u>Child's Name</u></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p><u>IRD No.</u></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p><u>Date of Birth</u></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p><u>Date left School</u></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Records Required	✓	Comments
Working for Families Tax Credits and Parental Tax Credit <i>(continued)</i>		
If you have received Working for Families Tax Credits during the year, please supply the certificate issued to you by IRD, detailing the amounts.	<input type="checkbox"/>	
Also provide details of any child support or maintenance payments made or received.	<input type="checkbox"/>	
If we do not prepare your spouse or partner's taxation return, please provide us with details of their income.	<input type="checkbox"/>	
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.	<input type="checkbox"/>	
Do you share custody of your child(ren) with anyone other than your partner? If so, please provide details.	<input type="checkbox"/>	
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.	<input type="checkbox"/>	
Additional income information - Working for Families Tax Credits		
For 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:		
<ul style="list-style-type: none"> ▪ 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. 	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ 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. 	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ 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). 	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ 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, perchild. 	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ 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. 	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ 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). 	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ 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). 	<input type="checkbox"/>	

Records Required	✓	Comments
Additional income information - Working for Families Tax Credits <i>(continued)</i>		
<ul style="list-style-type: none"> <li data-bbox="124 253 965 365"> <p>▪ 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.</p> <li data-bbox="124 398 965 533"> <p>▪ 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.</p> <li data-bbox="124 566 965 701"> <p>▪ 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)</p> <li data-bbox="124 734 965 869"> <p>▪ Certain distributions from superannuation schemes and retirement savings schemes 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</p> <li data-bbox="124 902 965 1059"> <p>▪ 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)</p> <p data-bbox="124 1093 965 1193">From the 2015 income year, 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</p> <p data-bbox="124 1227 965 1305">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</p>	<input data-bbox="986 253 1034 297" type="checkbox"/> <input data-bbox="986 398 1034 443" type="checkbox"/> <input data-bbox="986 566 1034 611" type="checkbox"/> <input data-bbox="986 734 1034 779" type="checkbox"/> <input data-bbox="986 1081 1034 1126" type="checkbox"/>	
Bank Account		
Please provide bank account number and name if you would like to have your rebate/tax refunded by direct credit _____		

**Thank you for completing this questionnaire
Don't forget to sign it on the front page.**