

# Individual Questionnaire – 31<sup>st</sup> March 2023

**Ensure this questionnaire is completed and included with your records**

Client Name		Phone:
Address		
Email:		Preferred questionnaire format: <input type="checkbox"/> Paper <input type="checkbox"/> Email <input type="checkbox"/> E-document

<b>Records Required</b>	<input checked="" type="checkbox"/>	<b>Comments</b>
<b>Wages/National Superannuation/Benefits</b>		
Please provide us with the names of any organisations you have received the following from: <ul style="list-style-type: none"> <li>▪ Wages <input type="checkbox"/></li> <li>▪ ACC payments <input type="checkbox"/></li> <li>▪ National Superannuation <input type="checkbox"/></li> <li>▪ Any other benefits <input type="checkbox"/></li> </ul> In most cases IRD will have sent us these details direct, however we do need to check all details have been included.		
<b>Student Loan</b>		
Do you have a student loan? If so, please provide your latest statement from IRD	<input type="checkbox"/>	
<b>Interest and Dividends</b>		
Please supply the advice slips. <ul style="list-style-type: none"> <li>▪ 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 <input type="checkbox"/></li> <li>▪ If any dividends are taken as bonus shares, also include these advice slips <input type="checkbox"/></li> </ul>		
<b>Rental and Leased Property</b>		
Please complete attached rental questionnaire	<input type="checkbox"/>	
<b>Partnerships, Trusts, Estates and Companies</b>		
Please supply details of income earned from any entity for which we do not prepare the accounts and tax returns.	<input type="checkbox"/>	
<b>Overseas</b>		
<b>Include overseas interest, dividends, wages received and taxation paid.</b> <b>Note: New Zealand residents are liable for tax on all world-wide income.</b>  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).  Do you have rights in a Foreign Superannuation or Life Insurance Policy? If yes, please provide all details.	<input type="checkbox"/>	
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.	<input type="checkbox"/>	

Records Required	✓	Comments																									
<b>Insurance</b>																											
Income Replacement Insurance Policy – provide details of: <ul style="list-style-type: none"> <li>▪ Premiums paid during the year</li> <li>▪ Any claims</li> </ul>	<input type="checkbox"/>																										
<b>Any Other Income</b>																											
<ul style="list-style-type: none"> <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> <li>▪ Crypto Assets – Do you have a bitcoin account, NFTs, or any other forms of Crypto assets?</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>																										
<b>Donations</b>																											
Do you want us to complete your rebate claim form? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, please attach receipts.  <b>PLEASE NOTE: The rest of this questionnaire is applicable only to families that claim Working for Family Tax and Parental Tax Credits. Please ignore pages 3 and 4 if you do not claim these.</b>																											
<b>Working for Families Tax Credits and Parental Tax Credit</b>																											
Please supply full names and birth dates of all children. Please note the following: <ul style="list-style-type: none"> <li>▪ 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</li> <li>▪ Where a child has become financially independent during the current financial year, please advise the date they left school or home</li> </ul>	<input type="checkbox"/>																										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 45%;"><u>Child's Name</u></th> <th style="width: 15%;"><u>IRD No.</u></th> <th style="width: 15%;"><u>Date of Birth</u></th> <th style="width: 25%;"><u>Date left School</u></th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> </tbody> </table>				<u>Child's Name</u>	<u>IRD No.</u>	<u>Date of Birth</u>	<u>Date left School</u>	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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Records Required	✓	Comments
<b>Working for Families Tax Credits and Parental Tax Credit</b> <i>(continued)</i>		
<p>If you have received Working for Families Tax Credits during the year, please supply the certificate issued to you by IRD, detailing the amounts.</p> <p>Also provide details of any child support or maintenance payments made or received.</p> <p>If we do not prepare your spouse or partner's taxation return, please provide us with details of their income.</p> <p>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.</p> <p>Do you share custody of your child(ren) with anyone other than your partner? If so, please provide details.</p> <p>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.</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	
<b>Additional income information - Working for Families Tax Credits</b>		
<p>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:</p> <ul style="list-style-type: none"> <li> <p>▪ <b>Attributable trustee income</b></p> <p>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.</p> </li> <li> <p>▪ <b>Attributable fringe benefits</b></p> <p>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.</p> </li> <li> <p>▪ <b>PIE income</b></p> <p>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).</p> </li> <li> <p>▪ <b>Passive income of children</b></p> <p>This includes all passive income such as interest, rents or beneficiary income, received by a dependent child above a threshold of \$500 per year, per child.</p> </li> <li> <p>▪ <b>Income of non-resident spouse</b></p> <p>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.</p> </li> <li> <p>▪ <b>Tax exempt salary or wages</b></p> <p>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)).</p> </li> <li> <p>▪ <b>Pensions and annuities</b></p> <p>This includes 50% of the amount of pension or annuity payments from life insurance policies or a superannuation fund, (excluding NZ Super).</p> </li> </ul>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	

