

## 2013 INDIVIDUAL INFORMATION

### Family Details

Client name: \_\_\_\_\_ Email: \_\_\_\_\_  
Delivery address: \_\_\_\_\_ Contact phone: \_\_\_\_\_  
Mobile No: \_\_\_\_\_  
Fax No: \_\_\_\_\_

Convenient time to call: \_\_\_\_\_

How would you prefer your draft accounts to be sent? (email or post)

Can you please indicate the level of urgency in completing your 2013 accounts:

- Urgent (Please advise reason).....  
 Not urgent, but no tax surprises please  
 Does not matter

Name	Birth Date	IRD number	Student Loan Y/N

Please complete this questionnaire as it contains vital information required to complete your tax return. Be sure to answer all questions so we know you have not missed any questions by mistake. Correctly completing this questionnaire will generally save us a great deal of time which will ensure your statutory obligations are met and you receive vital information on the performance of your business in a timely fashion.

### Terms of the Engagement

*(The complete Terms of Engagement are set out in our Engagement letter previously issued to you)*

I hereby instruct BDO Waikato Limited to prepare my taxation returns for the 2013 year.

BDO Waikato Limited is authorised to act as my tax agent and communicate with, and obtain information from Inland Revenue on my behalf in respect of all revenue/tax types.

I accept the responsibility for the accuracy and completeness of the information supplied above which is to be used in the preparation of my financial statements and income tax returns. You are not to complete an audit, nor do I wish you to undertake a detailed review of my affairs in order to substantiate the accuracy of the information, and therefore you are unable to provide any assurance on my financial statements. I understand your work cannot be relied on to detect error or fraud and that you accept no liability for the accuracy and the completeness of the information supplied by me.

I accept responsibility for any failure by me to supply all relevant records and information to you. You are hereby authorised to communicate with the appropriate Bankers, Solicitors, Finance companies and other persons or organisations to obtain such further information as you may require in order to carry out the above assignment.

Client Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## 1. New Zealand Income

Please answer all questions even though some may not apply to you. In preparing your tax return we rely on the accuracy of the information you supply. BDO accepts no responsibility for the accuracy of the information provided to us. We will contact you should we need to clarify any matter or require further information. Significant penalties may be incurred for the filing of false or misleading tax returns. If you are unsure about any matter please contact us.

	Cross out one	
a) Did you earn income from salary/wages or scheduler payments? <i>If yes, please attach earnings information <u>if</u> provided by your employer.</i>	Yes	No
b) Did you earn self employed income during the year? <i>If yes, please complete the Business Information Questionnaire.</i>	Yes	No
c) Did you earn New Zealand interest income? <i>If yes, attach tax certificates from the bank/borrower that confirms the interest earned and any resident withholding tax deducted.</i>	Yes	No
d) Did you earn New Zealand dividend income or bonus share issues? <i>If yes, attach shareholder dividend statements for each dividend.</i>	Yes	No
e) Did you at any time during the year have an investment in a PIE? <i>If yes, provide details.</i>	Yes	No
f) Did you at any time during the year have an investment in a managed fund or through an investment broker? <i>If yes, please provide all investment reports.</i>	Yes	No
g) Did you receive any trust distributions during the year? <i>If yes, give details (trust name, amount and date).</i>	Yes	No
h) Do you have a rental property? <i>If yes, complete question six below .</i>	Yes	No
i) Did you receive any other income during the year? (e.g. land sales or share sale gains if you deal in shares)? <i>If unsure ask your BDO advisor.</i>	Yes	No
j) Did you have any income/loss from a partnership? <i>If yes, please advise details.</i>	Yes	No
k) Are you entitled to a loss off-set from a Look Through Company (“LTC”)? <i>If yes, please provide details.</i>	Yes	No

## 2. Rebates & Entitlements

- a) Did you make any charitable or school donations of \$5 or more? Yes No  
*If yes, please attach receipts.*
- b) Did you pay for childcare or a housekeeper? Yes No  
*If yes, please provide details/receipts.*
- c) Did you have children in your care during the year? Yes No  
*If yes, please complete the following*

Have any of the children in your care left school and/or has there been a change in their custody between 1 April 2012 and 31 March 2013.

Name	Date of change	Nature of change (e.g. Left school or in my care 5 days per week)
	/ /	
	/ /	

- d) Did your marital status change during the year? *If yes, please advise the date* / /
- e) Did you pay or receive any Child Support during the year? Yes No  
*If yes, please provide details.*
- f) Did you receive any form of Working for Families support? Yes No  
*If yes, please provide details.*

## 3. Overseas Income

- a) At any time during the year, did you:
- own any shares in overseas companies or unit trusts? Yes No
  - have any interest in an overseas pension or superannuation scheme? Yes No
  - have any interest in an annuity or overseas life insurance policy? Yes No  
*If yes, please provide details, including the market value of these investments as at balance date.*
- b) Do you have any foreign currency bank accounts, deposit accounts, loans, bonds or other similar investments? Yes No  
*If yes, please provide details of these investments, all interest received and foreign taxes paid or deducted.*
- c) Did you receive any overseas income of the following types?
- (i) Rents Yes No
  - (ii) Trust distributions Yes No
  - (iii) Foreign pensions Yes No
  - (iv) Other - please state what type Yes No

*If yes, please provide details of income and foreign taxes paid or deducted.*

#### 4. Expenses

- |   |     |    |
|---|-----|----|
| a) Do you have income protection insurance?<br><i>If yes, attach your annual certificate of premiums paid, or advise details of the policy and the premiums paid.</i>   | Yes | No |
| b) Did you incur any expenses against 'scheduler payments'?   | Yes | No |
| c) Did you borrow money or incur any costs (e.g. commission or fees) in relation to any investments or non-salaried income?<br><i>If you answer yes to any of the above questions, please provide full details.</i> | Yes | No |

#### 5. General

- |  |     |    |
|--|-----|----|
| a) Do you receive any other income not mentioned elsewhere in this questionnaire?<br><i>If yes, please provide full details.</i>                           | Yes | No |
| b) Were you in New Zealand for the full 12 months ended 31 March 2013?<br><i>If no, please state the date you arrived in or departed from New Zealand?</i> | Yes | No |
| Arrived _____  |     |    |
| Departed _____   |     |    |
| c) Are you contemplating leaving New Zealand in the near future?   | Yes | No |
| d) Are you a citizen of any other country other than New Zealand?  | Yes | No |
| e) Do you expect there to be any changes to your income or expenses during the next financial year that could significantly affect your tax liability?     | Yes | No |
| f) Do you have a student loan?<br><i>If you answered yes to any of the above, please provide full details.</i>   | Yes | No |
| g) If your tax calculations result in a refund being due and you are a provisional taxpayer do you want the refund:  |     |    |
| - Banked in full to bank account number (attached deposit slip), or  | Yes | No |
| - Used to offset your provisional tax liability (if any)   | Yes | No |

**6. Rental Information**

- a) Was a property purchased or sold during the financial year, if so please provide the following:
- Solicitor’s settlement statement confirming purchase details of property.
  - The Government Valuation (as advised on a rates statement) or independent valuation of the property at the time of purchase.

b) Please advise how the property purchase was funded?

.....  
.....

c) If a loan was used please state the name of the lender and terms of the agreement, including repayments and interest and loan application fees.

.....  
.....

In addition please attach a statement from the Lender which discloses the movements of the loan account over the year, and the balance owing at year end.

d) Please list the chattels in the property at the time of purchase

	\$ value (estimate if unknown)
• Drapes	\$.....
• Floor coverings	\$.....
• Oven	\$.....
• Light Fittings	\$.....
• Other (give details)	\$.....

*(Only give the above information if not previously given.)*

e) Did you make any improvements to the property during the year? Yes      No

- If ‘yes’, please advise the cost and nature of the improvements

.....  
.....

f) What period was the property available for renting during the year?

.....

g) Either:

- Detail below the rental income and expenses for the year:

○ Rental Income: \$.....

- Expenses:
  - Commission \$.....
  - Rates \$.....
  - Insurance \$.....
  - Repairs and Maintenance\* \$.....
  - Bank charges \$.....
  - Other expenses (please specify) \$.....

(\*Provide a separate list of all repairs costing more than \$200.)

- If you maintain a separate bank account for the rental property please provide all bank statements for the year. Please write on each page what each transaction was for.
- If the property is independently managed please provide a copy of the managers financial reports which were supplied