

## 2025 Individual Client Questionnaire

Ensure this questionnaire is completed and included with your records

Client Name:		Phone:	
IRD Number:		Fax:	
Balance Date:		Email:	

To: PFK Tauranga Limited

### Terms of Engagement

I hereby instruct you PKF Tauranga Limited and staff/contractors as applicable to prepare my Taxation Returns for the 2025 year. I undertake to supply all information necessary to carry out such services and will be responsible for the accuracy and completeness of such information.

Authority is given to obtain information from Inland Revenue, other government agencies and financial institutions about all tax types (except child support), bank and loan accounts in order to complete the above assignments. This includes obtaining information through all Inland Revenue media and communication channels including electronic ones.

I authorise your organisation to act as my agent for ACC levy purposes for all associated entities. This authorisation allows your organisation to query and change information on my ACC levy account(s) through ACC staff, and through MyACC for Business. This authority will also allow your organisation's main representative discretion to delegate access to my ACC information to other members of your organisation. Other delegated members of your organisation will also be able to query and change information on my ACC levy account.

You are to represent me as my tax agent. All income tax returns will be signed by me however you are authorised to sign any other taxation return on behalf of myself or any of my associated entities.

All other terms and conditions of this engagement are the same as those referred to in the original Engagement Letter I/we signed when I became a client, and those published on the website <https://pkftauranga.co.nz/media/icllb3ik/2025-pkft-tcs.pdf>

I also accept that you have the right to:

- a. charge me a fee equal of 25% of the unpaid portion of the invoice amount and all other legal and collections costs not covered by the fee; and
- b. charge interest at the rate of 13% per month from the due date. You shall be entitled to exercise a general lien over the books, records, related documents, and other such chattels that may come into your possession for the purpose of performing professional services for me until all costs and charges whatsoever or professional services of any nature to me have been fully paid.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Records Required	✓	Comments
<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</li> <li>▪ ACC payments</li> <li>▪ National Superannuation</li> <li>▪ Any other benefits</li> </ul> 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"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

<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</li> <li>▪ If any dividends are taken as bonus shares, also include these advice slips</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	
<b>Rental and Leased Property</b>		
Please complete attached rental questionnaire	<input type="checkbox"/>	
<b>Mortgage Interest Paid on Residential Properties</b>		
Have you incurred interest on residential properties owned (which is not your main family home)? Is the interest also against properties other than residential rentals? If so, please provide details of amount of interest and dates paid.	<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. Please provide details for any loan taken to invest during the year.	<input type="checkbox"/>	
<b>Overseas</b>		
<ul style="list-style-type: none"> <li>▪ Supply details of overseas interest, dividends, wages received, and taxation paid</li> <li>▪ 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> <li>▪ 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?</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>Any Other Income</b>		
Attach details: <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> <li>▪ Did you receive non-taxable income from any other sources? If Yes, please provide details.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>Tax residency check</b>		
Have you been away from NZ for more than 325 days in a 12-month period during the year? Yes <input type="checkbox"/> No <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.	<input type="checkbox"/>	
<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"/>	

<u>Child's Name</u>	<u>IRD No.</u>	<u>Date of Birth</u>	<u>Date left School</u>

<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>	<input type="checkbox"/>              	
--	--	--

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

<p>You are required to supply details of income received from the following sources:</p> <ul style="list-style-type: none"> <li>▪ Salary exchanged for private use of a work</li> <li>▪ Vouchers and other short-term charge facilities</li> <li>▪ Major shareholder in a close company</li> <li>▪ Non-locked-in PIE income</li> <li>▪ Certain pensions and annuities</li> <li>▪ Distributions from retirement savings schemes</li> <li>▪ Distributions from superannuation schemes</li> <li>▪ Tax-exempt overseas pensions</li> <li>▪ Tax-exempt salary or wages</li> <li>▪ Other income (if you or your partner get more than \$5000 per year to help with your living costs)</li> <li>▪ Children's passive income</li> <li>▪ Non-resident spouse or partner's income</li> <li>▪ Non-beneficiary distributions from a trust</li> <li>▪ Non-resident borrower's overseas income</li> <li>▪ Losses</li> <li>▪ Settlor's attributable trustee income</li> <li>▪ Attributable fringe benefits</li> <li>▪ Main income equalisation scheme deposits</li> <li>▪ Main income equalisation scheme refunds</li> <li>▪ Retirement savings schemes contributions</li> <li>▪ Income from a retirement savings or superannuation scheme PIE</li> <li>▪ Depreciation recovered on sale of a building</li> </ul> <p>A detailed description and examples of above income types is available from</p>	<input type="checkbox"/>                              	
---	--	--

the IRD website: <https://www.ird.govt.nz/income-tax/income-tax-for-individuals/adjust-your-income/types-of-income>

**Residential Land Withholding Tax**

Have you sold residential property in New Zealand where Residential Land Withholding Tax has been deducted and paid to the IRD? If so, provide details e.g. IR1100 Residential land withholding tax return and other sale and purchase documents.

**Residential Property Sales**

Have you sold any residential property during the year (not otherwise detailed on the information provided)?

If yes, when was the property purchased?

If it was purchased within 10 years of the sale date,

- what was the original purchase price
- and the sale price?
- has it been used as your main home for the full time it has been owned? If not, please provide dates and details on the nature of the shared use.



\_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**Mixed Use Holiday Home**

Do you have a property (such as a holiday home or a bach) that is used privately and also to derive income?

Yes  No

If yes, provide details of property: \_\_\_\_\_

Was the property empty for 62 days or more in the income year?

Yes  No

If yes, please complete the following section so we can determine the amount of allowable deductions.

**Mixed Use Holiday Home – Information Required**

The number of days the property was empty during the income year \_\_\_\_\_

The number of days the asset was used by family or associated persons\* during the income year  
OR where income from any person received was less than 80% of market rate \_\_\_\_\_

\* 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 the 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) : \_\_\_\_\_

**Mixed Use Boat or Plane**

Do you have a boat or plane (with a market value of \$50,000 or greater), that is used privately and also to derive income? Yes  No

If yes, provide details:

Description: \_\_\_\_\_

Market value: \$ \_\_\_\_\_

Was the asset unused for 62 days or more in the income year? Yes  No

If yes, please complete the following section so we can determine the amount of allowable deductions.

**Mixed Use Boat or Plane – Information Required**

The number of days the asset was **unused** during the income year \_\_\_\_\_

The number of days the asset was used by family or associated persons\* during the income year \_\_\_\_\_

OR where income from any person received was less than 80% of market rate \_\_\_\_\_

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

For non-associated persons where payment received is at least 80% of market value:

Number of days the asset was used: \_\_\_\_\_

Income received: \$ \_\_\_\_\_

Expenses incurred in respect of the property (the list below is not exhaustive – details of all expenses will be required):

Cost of advertising for hireage \$ \_\_\_\_\_

Cost of repairing damages caused by hireage \$ \_\_\_\_\_

Operating costs / supplies \$ \_\_\_\_\_

Insurance \$ \_\_\_\_\_

Repairs/maintenance for general wear and tear \$ \_\_\_\_\_

Other (please give details) \_\_\_\_\_

**Cryptoassets**

Have you received or traded in cryptoassets during the income year? If so, please provide the following information:

- The type of cryptoasset
- For each transaction provide the date, type of transaction i.e. received or disposed of, number of units, value in NZD
- Total units of each cryptoasset held at the beginning and end of the year
- Exchange records and bank statements
- Wallet addresses

**Home Office Expenses**

If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:

Address for Home Office \_\_\_\_\_

Home Office area: - no change as per previous year

OR

Area used for Business: \_\_\_\_\_ m<sup>2</sup>

Total Area of House & Workshop: \_\_\_\_\_ m<sup>2</sup>

Actual Cost Method

Power \$ \_\_\_\_\_  
Insurance (Building & Contents) \$ \_\_\_\_\_  
Interest (House Mortgage) \$ \_\_\_\_\_  
Rates (including regional council rates) \$ \_\_\_\_\_  
Rent \$ \_\_\_\_\_  
Repairs & Maintenance \$ \_\_\_\_\_  
Telephone rental \$ \_\_\_\_\_  
Other \$ \_\_\_\_\_  
**Total** \$ \_\_\_\_\_

OR IRD Square Metre Rate Method (see below note)\*

Interest (House Mortgage)  
\$ \_\_\_\_\_  
Rates (including regional council rates)  
\$ \_\_\_\_\_  
Rent  
\$ \_\_\_\_\_

*\*Would you like to use the IRD rate? Currently it is \$ 47.85 per square metre. This allowance doesn't cover Mortgage Interest, Rates or Rent costs so we would still require these amounts.*

**Thank you for completing this questionnaire  
Don't forget to sign it**