

# 2021 Individual Person Questionnaire

Ensure this questionnaire is completed and included with your records

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

To: PKF Tauranga Limited

## **Terms of Engagement**

I hereby instruct you PKF Tauranga Limited and staff/contractors as applicable to prepare my Taxation Returns for the 2021 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 give authority for any refund credits to be transferred to PKF Tauranga Limited's trust account prior to refund to me.

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.

I also accept that you 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 in 14 days following invoice date. The charging of such interest will be at your discretion. I accept that any collection costs you incur will be fully recoverable from me.

Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>Records Required</b>	✓	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>▪</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>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>Records Required</b>	✓	<b>Comments</b>
<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> </ul>	<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>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

<b>Records Required</b>	✓	Comments
<b>Working for Families Tax Credits and Parental Tax Credit</b> <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**

From 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:

▪ **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 dependent 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 tax-exempt overseas pensions and 50% of the amount of pension or annuity payments from life insurance policies or a superannuation fund, excluding NZ Super

Records Required	✓	Comments
<b>Additional income information - Working for Families Tax Credits</b> <i>(continued)</i>		
<p>▪ <b>Other payments</b> 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> <p>▪ <b>Income equalisation scheme deposits (excludes 'adverse events' deposits)</b> 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> <p>▪ <b>Major Shareholder in a Close Company</b> 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> <p>▪ <b>Certain distributions from superannuation schemes and retirement savings schemes</b> Distributions received from superannuation schemes and KiwiSaver (other than on retirement) may be included in family income</p> <p>▪ <b>Fringe benefits to shareholders</b> 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 &gt; \$1k, contributions to insurance/sickness/accident/death funds &gt;\$1k and other benefits &gt;\$2k)</p> <p>From the 2015 income year, employees and 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>▪ <b>Losses</b> Losses from other businesses / investments / rental properties do not reduce income for the purposes of working out the Working for Families tax credits entitlement.</p> <p>A detailed description and examples of above income types is available from the IRD website: <a href="http://www.ird.govt.nz/income-tax-individual/income-adjust/intro/iit-adjust-income.html">http://www.ird.govt.nz/income-tax-individual/income-adjust/intro/iit-adjust-income.html</a></p>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	
<b>Residential Land Withholding Tax</b>		
<p>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.</p>	<input type="checkbox"/>	
<b>Residential Property Sales</b>		
<p>Have you sold any residential property during the year (not otherwise detailed on the information provided)?</p> <p>If yes, when was the property purchased?</p> <p>If it was purchased with 5 years of the sale date,</p> <ul style="list-style-type: none"> <li>• what was the original purchase price</li> <li>• and the sale price?</li> </ul>	<input type="checkbox"/>	<hr/> \$ <hr/> <hr/>

**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 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 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)

Motor Vehicles	Home Office Expenses
<p>The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:</p> <p><b>Vehicle Description:</b> _____</p> <p>Business                    _____ km  Total                            _____ km  Percentage Business__        %</p> <p><b>Vehicle Description:</b> _____</p> <p>Business                    _____ km  Total                            _____ km  Percentage Business__        %</p> <p>Please note that a detailed and accurate log book must be completed for a three month period every three years or vehicle expense claims will be limited to a maximum of 25% of expenses incurred.</p> <p>If you are operating as a Company, please indicate which vehicles you are currently paying Fringe Benefit tax for:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:</p> <p>Area used for Business:                    _____m<sup>2</sup>  Total Area of House &amp; Workshop:        _____m<sup>2</sup></p> <p>Power    \$ _____  Insurance (Building &amp; Contents)        \$ _____  Interest (House Mortgage)                \$ _____  Rates (including regional council rates) \$ _____  Repairs &amp; Maintenance                    \$ _____  Other    \$ _____</p> <p><b>Total</b>    \$ _____</p> <p>Cost of House and Section                \$ _____  Cost of Section                                \$ _____</p> <p>Construction materials: (timber, brick, etc)  _____</p> <p>_____</p>

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