# Individual Questionnaire – 31 March 2020

Ensure this questionnaire is completed and included with your records

| | | | |
|---|---|---|---|
| Client Name | | Phone: | |
| Balance Date | 31 March 2020 | Fax: | |
| | | Email: | |
| Bank account number for IRD refunds | | | |

To: BWTL Advisory Limited

**Terms of Engagement**

I hereby instruct you to prepare our Taxation Returns for the 2020 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. You are hereby authorised to communicate with my bankers, solicitors, finance companies, ACC and all government agencies to obtain such information as you require in order to carry out the above assignments.

I understand that the Taxation Returns are prepared for my own use and to determine my taxation liabilities. If this should change in any material respect, I will inform you immediately. You will not accept any responsibility to any person, other than me, for the contents of the Taxation Returns.

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

I also accept that all accounts are due for payment by the 20th of the month following invoice date. I/We further accept that any collection costs incurred by BWTL Advisory Limited will be fully recoverable from me/us.

Signature ____________________________________________ Date _____________________________

| **Records Required** | ✓ | **Comments** |
|---|---|---|
| **Wages/National Superannuation/Benefits** | | |
| Please provide us with the names of any organisations you have received the following from:<br>▪ Wages<br>▪ ACC Payments<br>▪ National Superannuation<br>▪ Any other benefits<br>In most cases IRD will have sent us these details direct, however we do need to check all details have been included. | ☐<br>☐<br>☐<br>☐ | |
| **Interest and Dividends** | | |
| Please supply the advice slips.<br>▪ 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.<br>▪ If any dividends are taken as bonus shares, also include these advice slips.<br>▪ Copies of PIE distribution summaries received during the year.<br>▪ If you use a financial advisor to manage your investments, please provide a copy of any portfolio summary & tax reports in respect of the financial year. | ☐<br>☐<br>☐<br>☐ | |
| **Rental and Leased Property** | | |
| Please complete attached rental questionnaire | | |
| | | |

### 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:

| | | | |
|---|---|---|---|
| Power | $____________ | Details of Repairs & Maintenance | |
| Insurance (Building & Contents) | $____________ | ____________________________________________ | |
| Interest (House Mortgage) | $____________ | ____________________________________________ | |
| Rates & Water Rates | $____________ | | |
| Rent (if property is not owned) | $____________ | Business Area | __________ M2 |
| Repairs & Maintenance | $____________ | Total Area | __________ M2 |
| Telephone & Internet Rental | $____________ | | |
| Other | $____________ | | |
| **Total** | **$**____________ | | |

| **Records Required** | ✓ | **Comments** |
|---|---|---|
| **Income from Partnerships, Trusts, Estates and Companies** | | |
| Please supply details of income received from any entity for which we do not prepare the accounts and tax returns. | ☐ | |
| **Overseas** | | |
| ▪ Supply details of overseas interest, dividends, wages received and taxation paid<br>▪ Provide details of any overseas investments held at any time during the financial year<br>▪ Attach all of your investments advisor's reports<br>▪ 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? | ☐<br>☐<br>☐<br>☐ | |
| **Any Other Income** | | |
| Attach details<br>▪ Income Replacement Insurance – provide details of any claims.<br>▪ If you have been allocated a share of income/loss from another source that we do not act for, please provide details | ☐ | |
| **Donations** | | |
| Have you any rebates to claim? Yes ☐ No ☐<br>If Yes, have you sent your rebate claim form to Inland Revenue? Yes ☐ No ☐<br>Do you want us to complete your rebate claim form? Yes ☐ No ☐ | | |
| **Working for Families Tax Credits and Parental Tax Credit** | | |
| Please supply full names and birth dates of all children. Please note the following:<br>▪ If you had a child born within the current financial year you may be eligible for the Parental Tax Credit. Please include a copy of the child's birth certificate or their IRD Number.<br>▪ Where a child has become financially independent during the current financial year, please advise the date they left school or home.<br>If you have received Working for Families Tax Credits during the year, please supply the certificate issued to you by IRD, detailing the amounts.<br>Also provide details of any child support or maintenance payments made or received. | ☐<br>☐<br>☐<br>☐ | |

| **Child's Name** | **IRD No.** | **Date of Birth** | **Date left School** |
|---|---|---|---|
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| **Income Protection Insurance** | | |
|---|---|---|
| Please provide details including amount paid for year or a copy of insurance invoice. | ☐ | |

| **Residential Land Withholding Tax (RLWT)** | | |
|---|---|---|
| Have you sold residential property in New Zealand where RLWT has been deducted and paid to IRD? If so, please provide details. | Yes ☐ No ☐ | |

| **Residential Property Sales** | | |
|---|---|---|
| Have you sold any residential property during the year? | Yes ☐ No ☐ | |
| If yes, when was the property purchased? | | ______________________ |
| If it was purchased within 5 years of the sale date:<br>• what was the original purchase price<br>• and the sale price? | | <br>$________________<br>$________________ |

**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.

**<u>Mixed Use Holiday Home – Information Required</u>**

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) : ____________________________________________________________

**Book a Bach/Air BnB**

Do you provide any accommodation via Book a Bach/Air Bnb? Yes ☐ No ☐

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