
2023 Individual Questionnaire

Client Name:

Email Address:

Phone Number:

Physical Address:

Terms of Engagement

I hereby instruct the staff/contractors of Bishop Toomey & Pfeifer Limited to prepare my Taxation Returns and Financial Statements for the year ending 31 March 2023. 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 you to furnish to any third party, financial information of mine as you see fit that is requested in furtherance of my business activities.

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.

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 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.

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.

Name

Signature

Date

The following questionnaire serves as our main reference point for ensuring we have all the information required to complete your annual accounts and tax returns. Please tick the relevant boxes and supply the information required. If any items on this questionnaire is not applicable, leave the box blank.

Please tick best option for supplying your records:-

Records to be provided digitally (please email these to admin@btp.nz)

Physical records to be dropped off at our office, posted or couriered & expected date

Records Required

Wages/National Superannuation/Benefits

<p>Please provide us with the names of any organisations you have received the following from:</p> <ul style="list-style-type: none"> ▪ Wages ▪ ACC payments ▪ National Superannuation ▪ Any other benefits <p>In most cases IRD will have sent us these details direct, however we do need to check all details have been included.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
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Student Loan

<p>Do you have a student loan?</p> <p>If so, please provide your latest statement from IRD</p>	<input type="checkbox"/>	
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Interest and Dividends

<p>Please supply the advice slips.</p> <ul style="list-style-type: none"> ▪ 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. ▪ If any dividends are taken as bonus shares, also include these advice slips. 	<input type="checkbox"/> <input type="checkbox"/>	
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Rental and Leased Property

<p>Please complete our 2023 rental questionnaire either by contacting our office for a copy or downloading a copy from our website – www.btp.co.nz</p>	<input type="checkbox"/>	
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Residential Land Withholding Tax

<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>		Yes <input type="checkbox"/> No <input type="checkbox"/>
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Residential Property Sales

<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 10 years of the sale date,</p> <ul style="list-style-type: none"> ▪ what was the original purchase price? ▪ and the sale price? ▪ has it been used as your main home for the fulltime it has been owned? <p>If not, please provide dates and details on the nature of the shared use.</p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Date _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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Partnerships, Trusts, Estates and Companies

Please supply details of income earned from any entity for which we do not prepare the accounts and tax returns.	<input type="checkbox"/>	
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Overseas Income

<ul style="list-style-type: none"> ▪ Supply details of overseas interest, dividends, wages received, and taxation paid. ▪ Provide details of any overseas investments held at any time during the financial year. ▪ Attach your investments advisor's reports. ▪ 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? 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
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Any Other Income

Attach details: <ul style="list-style-type: none"> ▪ Income Replacement Insurance Policy – provide details of premiums and claims. ▪ 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. ▪ Did you receive non-taxable income from any other sources? If Yes, please provide details. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
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Donations

Do you want us to complete your rebate claim form? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, please attach receipts.		
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Cryptoassets

Have you received or traded in cryptoassets during the income year? If so, please provide the following information: <ul style="list-style-type: none"> • The type of cryptoasset • For each transaction provide the date, type of transaction ie. 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 	<input type="checkbox"/>	
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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:

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

Working for Families Tax Credits and Parental Tax Credit

<p>Please supply full names and birth dates of all children. Please note the following:</p> <ul style="list-style-type: none"> ▪ 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 to claim any entitlement for them. ▪ Where a child has become financially independent during the current financial year, please advise the date they left school or home. 	<input type="checkbox"/>	
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<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>	<input type="checkbox"/>	
<p>Also provide details of any child support or maintenance payments made or received.</p>	<input type="checkbox"/>	
<p>If we do not prepare your spouse or partner's taxation return, please provide us with details of their income.</p>	<input type="checkbox"/>	
<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>	<input type="checkbox"/>	
<p>Do you share custody of your child(ren) with anyone other than your partner? If so, please provide details.</p>	<input type="checkbox"/>	
<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

You are required to supply details of income received from the following sources:

- Salary exchanged for private use of a work
- Vouchers and other short-term charge facilities
- Major shareholder in a close company
- Non-locked-in PIE income
- Certain pensions and annuities
- Distributions from retirement savings schemes
- Distributions from superannuation schemes
- Tax-exempt overseas pensions
- Tax-exempt salary or wages
- Other income (if you or your partner get more than \$5000 p/year towards living costs)
- Children's passive income
- Non-resident spouse or partner's income
- Non-beneficiary distributions from a trust
- Non-resident borrower's overseas income
- Losses
- Settlor's attributable trustee income
- Attributable fringe benefits
- Main income equalisation scheme deposits
- Main income equalisation scheme refunds
- Retirement savings schemes contributions
- Income from a retirement savings or superannuation scheme PIE
- Depreciation recovered on sale of a building

A detailed description and examples of above income types is available from the IRD website: <http://www.ird.govt.nz/income-tax-individual/income-adjust/intro/iit-adjust-income.html>

Thank you – Your time and effort in completing this form is much appreciated by the team at Bishop Toomey & Pfeifer