

## 2020 INDIVIDUAL INFORMATION QUESTIONNAIRE

### Terms of Engagement and Information Declaration

Please amend any information recorded below that is incorrect and sign the below declaration

Name:	Salutation:
Street Address:	Postal Address:
Date of Birth:	Place of Birth:
E-mail address:	IRD Number:
Business Phone:	Home Phone:
Mobile Phone:	Nature of Business:

This document outlines our firm's involvement as your accountants with your Financial Statements (If required) and Tax Return (the Documents) for the financial year ended 31 March 2020. Chartered Accountants Australia and New Zealand has recommended these be documented and as a result we are required to retain a signed copy of this document on file.

You instruct NDCA Limited to prepare your Documents for the year ended 31 March 2020. You undertake to supply all information necessary for this engagement and to be responsible for the accuracy and completeness of such information. You accept that we are able to assume that any uncompleted sections of the questionnaire are not relevant or applicable to this engagement. Our services are not intended to, and accordingly will not result in the expression of an opinion on the tax return in so far as third parties are concerned.

We will compile the Documents in accordance with the Compilation Engagement Standards SES-2 issued by Chartered Accountants Australia and New Zealand.

By signing and accepting these terms of engagement effective 31 March 2020 it is understood and agreed that our standard terms of engagement will apply.

*If you have any questions about the contents of this document, please contact your Account Manager at our firm. If the services outlined are in accordance with your requirements and our standard terms are acceptable to you, please sign this letter below and return this to our offices together with all relevant information as soon as possible.*

I, the undersigned, accept and agree to the contents of the most recent Terms of Engagement document with NDCA Limited, and give authority to NDCA Limited to act on behalf of the taxpayer named for all tax types until further notice, and to link with the IRD as your Tax Agent.

This authority can be revoked at any time by providing written or e-mail advice to NDCA Limited.

By signing this document, you declare you have provided NDCA Limited with all relevant documents and information in relation to the 2020 financial year, including declaring all cash, property and overseas transactions.

Please enter any further information on pages 2-6.

Client Signature:

Full Name:

Date:

*Please ensure that this form is completed in full. Check with us if you are uncertain of what type of information we require.*

**You are ultimately responsible for the statements provided and for any interest and penalties charged by the IRD which result from the omission or ambiguity of information provided by you.**

**PART A – PERSONAL INCOME**

**YES NO**

1. Did you receive income with tax deducted?


If yes – have you enclosed all certificates? *(Note: we can access any information that has had PAYE or WHT deducted)*

2. Have you earned any salary from a company (with no PAYE deducted) in your capacity as shareholder / employee? If yes, please provide full details:

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Name of Company: \_\_\_\_\_ Amount: \_\_\_\_\_

3. Did you have any New Zealand interest paid or credited to you, including any interest from partnerships and trusts?


If yes – have you enclosed all certificates, eg IR15s?  
*(You should have received interest statements or certificates from your financial institutions)*

4. Did you have any New Zealand dividends paid or credited to you, or did you receive shares instead of dividends?


If yes – have you enclosed all dividend statements?

Did you have any investments in the PIE's?

If yes – have you enclosed the investment summary schedules for the year including details of the Prescribed Investor Rate (PIR) used?

5. Did you receive any New Zealand estate or trust income?

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If yes – please provide details of income received, including:

Name of the Trust: .....

IRD number of the Trust: .....

Total trust income received: .....

Tax paid by trustees: .....

6. Did you receive any overseas income?


If yes – have you enclosed details of this overseas income & tax paid on this income?

7. Did you receive any partnership income other than interest and dividends shown above?

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If yes – please provide details of this income, including:

Name of the Partnership: .....

IRD no. of the Partnership:.....

Total partnership income:.....

Total partnership tax credits: .....

8. Did you receive:

- NZ Superannuation? (exclude income-tested NZ Super already shown above)
- Veteran's Pension?


If yes – have you attached all tax deduction certificates?

Yes	No

9. Did you receive any rental income?

If yes – please provide details of the following:

*(If there is more than one property, please show details separately in terms of each property)*

Rent received details:

Number of months the property was rented: .....

Number of months the property was available for renting: .....

Total rent received: .....\$.....

Expenses to be claimed:.....\$.....

Commission paid to real estate agencies for renting the property ....\$.....

Interest paid on loans / mortgages .....\$.....

Insurance .....\$.....

Power/lights and gas .....\$.....

Rates/Water rates .....\$.....

Repairs & Maintenance .....\$.....

Any improvements or fixed asset additions.....\$.....

Other expenses (Please specify) .....\$.....

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10. Did you buy or sell any rental properties during the year?

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If yes – continue with Questions 10 a AND/OR b

a. **Property purchased**, please provide details of the following:

Full address of the property .....

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Copy of the sale & purchase agreement

Copy of the solicitors settlement statement for the property

Copy of the latest property valuation (capital or rateable value)

Copy of valuation completed by a registered property valuer/consultant (if any)


b. **Property sold**, please provide details of the following:

Full address of the property .....

.....  
Copy of sale & purchase agreement

Copy of solicitors settlement statement for the property

Details of commission paid to Agency, if any


Yes No

11. Did you receive any income from self-employment?


If yes – have you supplied details of all deductible expenses, these include expenses you have to pay in order to earn this self-employment income. Please check with us if you are unsure what can be claimed.

12. Do you have a shareholding in a look through company (LTC)?

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If yes – please provide details of the following:

- Name of LTC .....
- IRD number of the LTC .....
- Total amount of profit/loss.....

13. Did you receive any other type of income other than that stated above?


If yes – have you supplied all the relevant information?

14. Accident Compensation Corporation

Please provide your ACC number .....

Please provide copies of all invoices issued to you by ACC during the year

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15. Do you have income protection insurance?

If yes – please provide a copy of the policy or invoice

If yes – do you pay your premiums monthly or annually? Monthly / Annually


16. Did/Do you have a student loan?


17. Do you have any holding in offshore entities?

*These could be – bank accounts, superannuation schemes, unit trusts, life insurance policies, shares in overseas companies, loans to foreign entities, foreign credit cards. **Note:** if you have offshore investments, we will need to contact you in relation to applying the foreign investment fund (FIF) rules.*

18. Donations

Did you make a donation of \$5 or more to an approved charity?

(Please note: this does not include school fees)

If yes – have you attached all the receipts?

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19. Sundry

Did you purchase or sell any government or local body stock or corporate bonds this year?

If yes – please provide documentation


Are you considered a tax resident of another country?

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If yes – please advise what country.....

Have you relocated to New Zealand during the year?

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If yes – please advise date of entry to NZ .....

	Yes	No
Did you acquire any shares or exercise any rights or options to acquire shares under an employee share or option scheme?		
Have you recently reviewed you business and personal insurances?		
Have you settled a trust during the year?		
Have you made any gifts during the year? If yes – please provide deeds		
Do you wish to discuss trusts?		
Do you wish to discuss wealth management issues?		
Has your income changed/or will be likely to change for the coming year? <i>(This is particularly relevant for provisional taxpayers.)</i>		

20. General Comments

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**Please ensure that you sign our Terms of Engagement form and return it to us with your records. We are unable to commence work until we receive a signed Terms of Engagement from you.**

**Thank you for completing this form.**