

Barraclough & Associates Limited

2020 Individual Questionnaire

Ensure this questionnaire is completed and included with your records

Client Name		Balance Date	31 March 2020
Phone:		Cell Number:	
Email:		IRD Number	
Postal Address:			

Terms of Engagement

Barraclough & Associates Limited, Chartered Accountants, are hereby instructed to prepare my Taxation Return for the year ended 31 March 2020.

I accept full responsibility for the accuracy and completeness of all information supplied. I also accept full responsibility for any failure to supply all relevant records and information to Barraclough & Associates Limited and its employees.

I understand that this information is to be used in the preparation of my Taxation Return and that this work cannot be relied upon to detect error or fraud and that Barraclough & Associates Limited and its employees accept no liability for the accuracy and completeness of the information supplied by me.

I further understand that the Taxation Return will be prepared at my request and for my purposes only and that Barraclough & Associates Limited and its employees will not be liable for any losses, claims or demands by any third party.

I authorise Barraclough & Associates Limited, Chartered Accountants, to communicate with my bankers, solicitors, finance companies and any other person or organisation in order to obtain any information which may be required in order to prepare my Taxation Return.

We understand payment of accounts are due on the 20th of the month following invoice unless prior arrangement has been made with Barraclough & Associates Limited.

You are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us however you are authorised to sign any taxation return on behalf of myself/ourselves or any of my/our associates.

Signature _____ Date _____

Convenient time to call you is:	
Alternative phone numbers are:	
Has the nature of your taxation affairs changed in any way during the past 12 months? If yes, please provide brief details: _____ _____ _____ _____ _____	

Records Required	✓	Comments																	
Wages/National Superannuation/Benefits																			
<p>In most cases your MYIR will have your details correct, however we do need to check all details have been included.</p> <p>Please advise if your MYIR account is incorrect.</p>																			
Student Loan																			
<p>Do you have a student loan?</p> <p>If you took out your first student loan in this financial year, please advise the date</p>	<input type="checkbox"/> <input type="checkbox"/>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Date _____</p>																	
Investments																			
<p>Please attach all of your investments advisor's reports. This information is required so we can calculate if any income needs to be declared under the FIF (Foreign Investment Fund) rules.</p> <p>If you manage your own investment portfolio, please provide</p> <ul style="list-style-type: none"> • details of the value and quantity of the investments held at any time during the financial year. • the date, value and details of any purchases, sales and income (dividends). <p>Interest and Dividends Please supply the advice slips. Please note these are often e-mailed or a link is provided. You will need to print off relevant documents.</p> <ul style="list-style-type: none"> ▪ For interest received, you should have a Resident Withholding Tax Certificate showing the Gross Interest & tax deducted. ▪ If any dividends are taken as bonus shares or were reinvested, also include these advice slips <p>Overseas Include overseas interest, dividends, wages received and taxation paid. Note: New Zealand residents are liable for tax on all world-wide income.</p> <p>Have you ever contributed to a foreign superannuation scheme, or life insurance policy even if you cannot receive the benefits until you retire? If yes provide details.</p>	<input type="checkbox"/> <input type="checkbox"/>																		
Rental and Leased Property																			
Please complete rental questionnaire	<input type="checkbox"/>																		
Property Sale																			
<p>Have you sold a property after 1 April 2019</p> <p>If yes, did you purchase that property after 29 March 2018</p> <p>If yes, have you sold that property within 5 years of owing it</p> <p>If yes, please supply relevant documentation including sale and purchase agreements for both purchase and sale of the property and your lawyers settlement statements.</p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>																	
Home Office Expenses - (If not already supplied)																			
If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:																			
<table border="0"> <tr> <td>Power</td> <td>\$ _____</td> </tr> <tr> <td>Insurance (Building & Contents)</td> <td>\$ _____</td> </tr> <tr> <td>Interest (House Mortgage)</td> <td>\$ _____</td> </tr> <tr> <td>Rates (including regional council rates)</td> <td>\$ _____</td> </tr> <tr> <td>Repairs & Maintenance</td> <td>\$ _____</td> </tr> <tr> <td>Other</td> <td>\$ _____</td> </tr> <tr> <td>Total</td> <td>\$ _____</td> </tr> </table>	Power	\$ _____	Insurance (Building & Contents)	\$ _____	Interest (House Mortgage)	\$ _____	Rates (including regional council rates)	\$ _____	Repairs & Maintenance	\$ _____	Other	\$ _____	Total	\$ _____	<table border="0"> <tr> <td>Area used for Business:</td> <td>_____ m²</td> </tr> <tr> <td>Total Area of House & Workshop:</td> <td>_____ m²</td> </tr> </table>	Area used for Business:	_____ m ²	Total Area of House & Workshop:	_____ m ²
Power	\$ _____																		
Insurance (Building & Contents)	\$ _____																		
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Repairs & Maintenance	\$ _____																		
Other	\$ _____																		
Total	\$ _____																		
Area used for Business:	_____ m ²																		
Total Area of House & Workshop:	_____ m ²																		

Records Required		Comments
Other Entities		
Please supply details of income received for any entities that we don't look after. i.e. Partnerships, Trusts, Estates and Companies Look Through Company – if you have been allocated a share of a loss or income other than from a company that we are aware of, please provide details		
Insurance		
Income Replacement Insurance Policy – provide details of: <ul style="list-style-type: none"> • Premiums paid during the year • Any claims 	<input type="checkbox"/>	
Donations to Charities and Schools (not including private school fees)		
Do you want us to complete your rebate claim form? If so, please attach receipts.		Yes <input type="checkbox"/> No <input type="checkbox"/>
PIE Income & Prescribed Investor Rate (PIR)		
Your MYIR account will have details of your PIE income, including your Kiwisaver. IRD will advise you if they believe your PIR rate is incorrect. Go www.ird.govt.nz/roles/portfolio-investment-entities/find-my-prescribed-investor-rate to review your PIR rate		
Working for Families Tax Credits and Parental Tax Credit		
Are any of your children under the age of 18 If yes, you may be eligible for working for families tax credit. If yes, we will need some information from you, so we will send you a supplementary questionnaire in the course of completing your tax return.	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Mixed Use Assets		
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? Details of property _____ _____		Yes <input type="checkbox"/> No <input type="checkbox"/>
Mixed Use Boat or Plane Does this entity have a boat or plane (with a market value of \$50,000 or greater), that is used privately and also to derive income? If you have answered yes to either question above, we will send you a supplementary questionnaire in the course of completing your tax return.		Yes <input type="checkbox"/> No <input type="checkbox"/>

**Thank you for completing this questionnaire
Don't forget to sign this on page 1**