



CLIENT INFORMATION QUESTIONNAIRE

CLIENT: BALANCE DATE: / /
 ADDRESS:
 PHONE: CELL PHONE: FAX:
 EMAIL:

(To update our records)

Please indicate that each section has either been completed, or is not applicable, by ticking the appropriate box.

1. INCOME

- Your income details from wages, salary, directors fees, NZ Superannuation etc, will be sent to **us** directly from the Inland Revenue Department. There is no need to get this information from your employer.

2. INTEREST RECEIVED/DIVIDENDS RECEIVED/MANAGED FUND/INVESTMENT FUND

- Please supply full details of all interest received by you from within and outside New Zealand. Include advice notices and statements
- Please provide loan details, if you have raised a loan to purchase investments.
- Please supply dividend advice notices for all dividends received from New Zealand and overseas companies. These should also include advice notices where shares have been received in lieu of dividends as well as bonus issue details.
- Please provide a copy of managed fund statement at balance date.
- Please supply full details of any Portfolio Investment Entity (PIE) income. Include advice notices and statements.
- Please supply full details of any Foreign Investment Fund (FIF) income. Include advice notices and statements.

Note: It is important that we see the actual advice notices so that we can ensure the correct tax credits are claimed in your return.

3. RENTAL PROPERTY

- Any property sold/purchased during the year? If YES, please provide Solicitor Settlement statements.

Address of Property:

Rent Received: \$..... (Please provide us with property management statements)

Interest on Mortgage: \$..... (Not including principal payments)

Insurance: \$.....

Rates: \$.....

Repairs and Maintenance \$..... (Please include invoices)

General:.....
(Please provide details)

- Please identify any property not available for rent during the year
How many weeks not available for rent?
- If you have more than one rental property, please provide information on a separate sheet.

4. INCOME FROM SALE OF LAND AND/OR BUILDINGS

- Profits from property transactions are taxable if you:
 - Buy a property for purposes of resale.
 - Buy and sell land and/or buildings as a business.
 - Are a builder and improve a property before selling it.
 - Sub-divide land and sell the sections OR
 - Have a change of zoning on your property and sell it within 10 years of buying.

If any of these categories apply please supply details.

5. INCOME FROM SALE OF SHARES OR OTHER PROPERTY

- Profits from the sale of shares or other property are taxable if you buy and sell as a business or buy for the purpose of resale.

If this applies please supply details.

6. OTHER INCOME

	Name	IRD No.	Gross Income	Tax Credit Attached
● Estate income			
● Trust income			
● Partnership income			
● Income from overseas (wages, pensions, etc)			
● Did you receive any income through a trust account (such as a solicitor's trust account)? If so, supply details and advice notices received.				
● Did you receive any other income such as annuity, pensions, commissions, foreign exchange gains?				
● Were you issued with any paid up shares or debentures in any co-operative company in lieu of paying you a cash dividend or rebate? If so, please supply details.				
● Details of losses from a Loss Attributing Qualifying Company.				
● Did you have any income that tax has not been deducted from? E.g. cash jobs, tips, bartering etc? If so, please supply details.				

7. OTHER EXPENSES

- Premiums on loss of earnings insurance (income protection) are tax deductible, provided the benefit from the policy is taxable.
- Please provide us with the premium statement provided by your insurer.

8. FAMILY ASSISTANCE

- If you think you may be eligible for family assistance please provide the following details.
(Note: Each child needs to have an I.R.D number in order to claim family assistance for that child.)

NAME OF CHILD	IRD NUMBER	DATE OF BIRTH	DATE LEFT SCHOOL
.....
.....
.....
.....

- Have you married, separated or otherwise changed your family circumstances during the past year?
Y / N
- Have you paid or received maintenance to/from any person during the year?
Y / N
- Were you a full-time wage/salary earner during the year (20 hours/week single parent or 30 hours/week for joint spouses)? If so, for how many weeks of the year?
Y / N
- Have you supplied full details of your spouses' income?
Y / N
- Will any family member be attending university or polytechnic next year?
Y / N

9. DONATIONS, CHILDCARE/HOUSEKEEPER REBATES**● Donations Rebate**

This rebate applies to charitable donations of \$5 or more made to churches, registered charities and schools (other than tuition and boarding fees). The Inland Revenue Department may send you a form direct so that you can make your claim. You may do this yourself or bring your details and receipts into us to complete for you.

● Childcare/Housekeeper Rebate

This rebate can apply if you employed a housekeeper, day nursery or crèche. If you would like us to claim this rebate for you, please provide us with details of amount paid, to whom (full name and address) and reason for employment of housekeeper or use of crèche.

TERMS OF ENGAGEMENT

Markhams Christchurch Limited will compile your financial statements, in accordance with the standards applicable to compilation engagement, from information provided by you. We will not audit, review or otherwise attempt to verify the accuracy or completeness of that information.

Our services will not result in the expression of an audit opinion or any other form of assurance on the financial statements nor the fulfilling of any statutory or other audit requirement. Our services cannot be relied upon to detect fraud or error in your organisation.

Our obligations are to:

1. Accurately compile the financial information with due professional care
2. Process the information in an effective and efficient manner.
3. Respect the confidentiality of the information acquired in the course of our work

It is understood and agreed that;

1. You will provide us with accurate and complete information necessary to compile such statements and you will accept responsibility for any failure to supply us with all the relevant records and information. This includes information supplied to us for the preparation of Goods and Services Tax Returns.
2. The responsibility for the accuracy and completeness of the assertions in the financial statements remains with you.
3. The financial statements will be conspicuously marked as unaudited and you will attach our disclaimer (which is in a form approved by the Institute of Chartered Accountants of New Zealand) when distributing the financial statements to third parties.
4. The Inland Revenue Department penalties regime is based on voluntary compliance and a new standard of reasonable care. Penalties range from 20% of the tax omitted to 150% dependent on the seriousness of the breach, together with use of money interest, and late payment penalties.
5. Our fees are on a time basis with per hour charge rates varying, depending on the experience of staff and directors engaged. Payment of our account is required by the 20th of the month following invoice, unless otherwise agreed (in advance). Progress fees are rendered throughout the performance of an assignment and they are due and payable on normal credit terms. Where payment is not made by the due date, we reserve the right to charge interest at 18% per annum on all unpaid amounts (including any interest previously charged). Any account not paid within our normal terms may be handed to a collection agency and all costs associated with this collection will be added to your account.

If you have any questions please discuss these with us before signing this Questionnaire.

1. We agree to the terms above and confirm that the information supplied above is accurate and complete in all respects.
2. We hereby authorise **Markhams Christchurch Limited** to seek any additional information they may require for the purpose of preparing our financial statements and statutory requirements. This includes information from the Inland Revenue Department, Registrar of Companies, our Solicitor, Employees, Bank or other financial institution and we hereby authorise our Solicitor, Employees, Bank or other financial institution to supply such information. We authorise **Markhams Christchurch Limited** to sign Income Tax, GST and other associated returns on our behalf.
3. We confirm for the purposes of the Privacy Act 1993 that the information contained in this questionnaire has been provided to **Markhams Christchurch Limited** to enable them to fully advise and assist us in the management of our financial affairs and authorise **Markhams Christchurch Limited** to utilise that information for that purpose in such manner as they may consider appropriate including, by way of example and not limitation, the preparation and completion of annual accounts and income tax returns, the provision of information to our banks, Solicitors or other advisers.
4. We confirm that **Markhams Christchurch Limited** will provide assistance in meeting tax obligations, including advice on payments and/or reminder letters for taxes due. However, the responsibility for paying the correct tax on time rests with the taxpayer, not **Markhams Christchurch Limited** as agents.

SIGNED: _____

DATE: _____