

## 2023 INDIVIDUAL CLIENT QUESTIONNAIRE

**Client Name:**

### DONATIONS

Please forward to us receipts for donations to schools, churches and charitable organisations.  
Minimum donation \$5.00.

The Inland Revenue Department will only issue rebate refunds by Direct Credit.  
Would you please complete your bank account details:-

Bank: \_\_\_\_\_

Account No: \_\_\_\_\_

### **Do you require to file an Income Tax Return?**

If your only income was from salary and wages, extra emoluments, interest (from which Residents Withholding Tax (RWT) was deducted) and New Zealand dividends then you do not require to file a 2023 Income Tax Return.

However if any of the following apply to you for the year ended 31 March 2023 then you still require to file a 2023 Income Tax Return:-

- you received wages or salary from which the incorrect rate of PAYE was deducted
- you had a special Tax Code
- you received schedular payments
- you are a private domestic worker
- you received interest from which RWT was not deducted at the correct rate
- you received income as a shearer or shed hand
- you are an absentee
- you or your partner received Working for Families (Family Assistance)
- you are required to pay Child Support
- you had a Student Loan during the year
- you received income from overseas

If you do not require to file an Income Tax Return would you please complete the following declaration and return this form to us.

*I hereby confirm that I do not require to file a 2023 Income Tax Return.*

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**If you completed the declaration in the previous section you do not require to complete the rest of the form.**

### INCOME

Did you receive any wages, salary, Directors Fees, New Zealand Superannuation, Accident Compensation Claims, or Family Assistance? Yes / No  
If yes, please attach a schedule of the name(s) of your employer(s)

### INTEREST AND DIVIDENDS

Please forward Resident Withholding Tax Deduction Certificates for all sources of interest received and Dividend Advice Notes for all dividends received. If any Resident Withholding Tax Deduction Certificates or Dividend Advice Notes are missing please forward full details of the interest or dividends received.

### OTHER INCOME (attach a schedule with details)

- Rents
- Partnership, Trusts or Estates
- Overseas Income
- Other

### OVERSEAS INVESTMENT DETAILS REQUIRED

The Inland Revenue Department requires full details of all foreign investments held. Please attach a schedule showing name of company, country, cost price, market value as at 1<sup>st</sup> April 2022 and 31<sup>st</sup> March 2023, details of any purchases and/or sales during year and dividends received.

### STUDENT LOANS

If you had a student loan outstanding during the year please forward details to us.

**FOREIGN SUPERANNUATION FUNDS (OTHER THAN AUSTRALIAN)**

Withdrawals/transfers need to be included in your income tax return. The taxable amount may be able to be reduced depending on the length of time that you have been a New Zealand Income Tax resident.

Would you please include a schedule (dates and amounts (\$NZ)) of all withdrawals and transfers from any foreign superannuation fund (other than Australian) during the period 1 April 2022 to 31 March 2023.

**Working for Families (Family Assistance)**

If you either received Family Assistance during the year or you consider you may be eligible for Family Assistance would you please complete the following schedule. If your child left school during the year please advise the date of leaving school.

<u>Name of Child</u>	<u>Date of Birth</u>	<u>Date Left School</u>
_____	__/__/__	__/__/__
_____	__/__/__	__/__/__
_____	__/__/__	__/__/__
_____	__/__/__	__/__/__
_____	__/__/__	__/__/__

Have you married, separated or otherwise changed your family circumstances during the year 31 March 2023? Yes / No

Have you paid or received maintenance to/from any person during the year? Yes / No

Did you receive any benefit payments from Work and Income New Zealand during the year? If so please provide dates of receipt of benefits Yes / No

Were you a full time wage/salary earner during the year (20 hours/week single parent or 30 hours/week for joint spouses)? Yes / No

If so for how many weeks of the year? \_\_\_\_\_

Have you supplied full details of your spouse's income? Yes / No

Income for Working for Families Purposes now includes the following sources of income. Would you please complete the schedule.

Attributable Trustee Income – this is income for the year of a trust for which you are a settlor that has not been distributed as beneficiary income  
Amount \$ \_\_\_\_\_

Attributable Fringe Benefit – this is the value of any fringe benefits attributable to you where you are a shareholder employee of a company and you or an associate hold more than 50% of the shares in the company. The value of the fringe benefit is the tax inclusive value of the benefit  
Amount \$ \_\_\_\_\_

PIE Income  
Amount \$ \_\_\_\_\_

Passive Income of Children – please advise the amount of the passive income greater than \$500 for any child. Passive income includes interest, dividends, royalties, rent, trust beneficiary income, distributions from a PIE  
Amount \$ \_\_\_\_\_

Tax Exempt Salaries  
Amount \$ \_\_\_\_\_

Pensions & Annuities – this includes 50% of the amount of pension or annuity payments from life insurance policies or a superannuation fund (excluding NZ Superannuation).  
Amount \$ \_\_\_\_\_

Other Payments – please advise the total amount if it exceeds \$5,000 for the year for any other income not mentioned elsewhere in this questionnaire used to meet the families day-to-day living expenses  
Amount \$ \_\_\_\_\_

Income Equalisation Scheme Deposits  
Amount \$ \_\_\_\_\_

**SALE OF RESIDENTIAL PROPERTY**

Did you sell any residential property during the year ended 31 March 2023?

If yes, please contact us to discuss.

Note – residential property includes the family home, residential rental properties etc.

*As an annual requirement by the Chartered Accountants Australia and New Zealand, we request that you read and sign the following.*

**TERMS OF ENGAGEMENT**

*I confirm that I have examined all the matters mentioned above and provided you with all relevant details as requested.*

*Under the Privacy Act, we require your written authority to obtain information from banks, solicitors, ACC and also the IRD. We can then obtain the information without having to contact you each time.*

*I authorise you to have access to any information you require from the Inland Revenue Department, ACC, my bank and/or solicitor in order for you to complete my tax return.*

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

*This questionnaire has been designed to provide information to maximise your tax deductions and minimise the tax you pay.*