Individual Questionnaire - 2015

Ensure this questionnaire is completed and included with your records

Client Name		Pho	ne:	
Dalaman Data	04-1 M	Fax		
Balance Date	31st March 2015	Ema	ail:	
To: Bishop Toomey & Pfeifer Limited				
Terms of Engagement				
carry out such services, and will be res	exation Returns for the 2015 year. I underto sponsible for the accuracy and completene ankers, solicitors, finance companies and a carry out the above assignments.	ss of su	uch informati	on. You are hereby
	our tax agent. All income tax returns wi			
accounts are due for payment by the 2	ht to charge interest on overdue accounts a 20 th of the month following invoice date. Th ction costs you incur will be fully recoverable	ne char	ging of such	
Signature	Date			
Records Required		✓	Comments	
Wages/National Superannuation	n/Benefits	<u> </u>		
Please provide us with the names of following from: Wages ACC payments National Superannuation Any other benefits In most cases IRD will have sent us to check all details have been included.	any organisations you have received the			
Student Loan				
Do you have a student loan?				
If so, please provide your latest state	ment from IRD			
Interest and Dividends				
Please supply the advice slips.				
	have an annual advice notice showing the bay be on the bottom of your bank			
 If any dividends are taken as bonu 	s shares, also include these advice slips			
Rental and Leased Property				
Please complete attached rental que	stionnaire			
Partnerships, Trusts, Estates a	nd Companies	1		

Client Questionnaire Individual Page 1 of 6

Please supply details of income earned from any entity for which we do not

prepare the accounts and tax returns.

Records Required	✓		Comments	
Overseas	'			
 Supply details of overseas interest, dividends, wages receiv taxation paid Provide details of any overseas investments held at any tim financial year Attach all of your investments advisor's reports Have you at any point in your lifetime, ever contributed to a superannuation scheme, even if you cannot receive the ber retire? 	e during the]		
Any Other Income				
Attach details: Income Replacement Insurance Policy – provide details of p claims Look Through Company – if you have been allocated a share other than from a company that we are aware of, please provided in the provided	e of a loss			
Donations				
Do you want us to complete your rebate claim form? Yes \subseteq No If so, please attach receipts.				
Working for Families Tax Credits and Parental Tax Credit				
 Please supply full names and birth dates of all children. Please r following: If you had a child born within the current financial year you may for the Parental Tax Credit. Please include their IRD Number to do not have this you will need to obtain one for them in order to entitlement for them Where a child has become financially independent during the of financial year, please advise the date they left school or home 	y be eligible pelow. If you o claim any			
Child's Name	RD No.		Date of Birth	Date left School

Client Questionnaire Individual Page 2 of 6

Records Required	✓	Comments
Working for Families Tax Credits and Parental Tax Credit (continued)		
If you have received Working for Families Tax Credits during the year, please supply the certificate issued to you by IRD, detailing the amounts.		
Also provide details of any child support or maintenance payments made or received.		
If we do not prepare your spouse or partner's taxation return, please provide us with details of their income.		
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.		
Do you share custody of your child(ren) with anyone other than your partner? If so, please provide details.		
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.		
Additional income information - Working for Families Tax Credits		
For the year starting 1 April 2011 the definition of family income for Working for Families Tax Credits has been extended. You are now required to supply details of income received from the following sources:		
• Attributable trustee income Attributable trustee income is all income for the year of a trust that hasn't been distributed as beneficiary income. Trustee income will be attributed only to settlors of a trust. The settlors are individuals who establish or contribute funds to the trust.		
■ Attributable fringe benefits If you receive fringe benefits and you or your associates (e.g. the family trust) are shareholder-employees of the company you work for and you or your associates hold voting interests of 50% or more then you need to include the fringe benefits in your family income. The value of the fringe benefit is the tax-inclusive value of the benefit.		
■ PIE income This includes an amount of income attributed by a portfolio investment entity (PIE) to the principal caregiver or their spouse or partner, except if the PIE is a superannuation fund or a retirement savings scheme (e.g. KiwiSaver).		
■ Passive income of children This includes all passive income such as interest, rents or beneficiary income, received by a dependent child above a threshold of \$500 per year, per child.		
■ Income of non-resident spouse If your spouse or partner, who is not a tax resident, is earning an income overseas, from 1 April 2011 you will need to include their worldwide income as part of your family income.		
■ Tax exempt salary or wages This includes salary and wages that are exempt from income tax under specific international agreements in New Zealand. (e.g. employees of international organisations such as the United Nations or the Organisation for Economic Co-operation and Development (OECD).		
 Pensions and annuities This includes 50% of the amount of pension or annuity payments from life insurance policies or a superannuation fund, (excluding NZ Super). 		

Client Questionnaire Individual Page 3 of 6

Records Required	✓	Comments
Additional income information - Working for Families Tax Credits (c	ontinu	ued)
■ Other payments These are payments from any other person or entities that are used for the family's day-to-day living expenses. If the total amount is more than \$5,000 for the tax year, then the total amount must be included as family income.		
 Income equalisation scheme deposits (excludes 'adverse events' deposits) This includes any deposits made by you, a company controlled by you or your trust to an agricultural, fishing or forestry business income equalisation scheme account at Inland Revenue. 		
• Major Shareholder in a Close Company Shareholders owing at least 10% of a company where five or fewer shareholders own greater than 50% of the company will be required to include their proportionate share of net income of the company (in addition to dividends received from the company)		
 Certain distributions from superannuation schemes and retirement savings schemes This includes any deposits made by you, a company controlled by you or your trust to an agricultural, fishing or forestry business income equalisation scheme account at Inland Revenue 		
■ Fringe benefits to shareholders Shareholder employees owning 50% or more of the company (including interests of associated persons) will need to include attributable fringe benefits (i.e. motor vehicles, low interest loans, subsidised transport > \$1k, contributions to insurance/sicknesss/accident/death funds >\$1k and other benefits >\$2k)		
From the 2015 income year, non-controlling shareholders will be required to include motor vehicles (where the person would have been entitled to more employment income if they had not chosen the motor vehicle) and the value of short term charge facilities		
A detailed description and examples of above income types is available from the IRD website: http://www.ird.govt.nz/wff-tax-credits/entitlement/work-out/wfftc-entitlement-adjustments.html		

Mixed Use Holiday Home	
Do you have a property (such as a holiday home or a bach) that is used privately and all	so to derive income? Yes ☐ No ☐
If yes, provide details of property:	
Was the property empty for 62 days in the income year? If yes, please complete the following section so we can determine the amount of allowable.	Yes ☐ No ☐
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 inc 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	
If there is more than one tenant who used the property through the year, please attach of	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 (the list below is not exhaustive – details of required):	f all expenses will be
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) :	

Client Questionnaire Individual Page 5 of 6

Mixed Use Boat or Plane	
Do you have a boat or plane (with a market value of \$5	0,000 or greater), that is used privately and also to derive
income?	Yes ☐ No ☐
If yes, provide details:	
• •	
Market value: \$	
Was the asset unused for 62 days in the income year? If yes, please complete the following section so we can	
Mixed Use Boat or Plane - Information Require	<u>ed</u>
	incomo voar
The number of days the asset was unused during the i	income year
The number of days the asset was unused during the interest and the number of days the asset was used by family or as	
The number of days the asset was used by family or as OR where income from any person received was less t	ssociated persons* during the income year han 80% of market rate
The number of days the asset was used by family or as OR where income from any person received was less t	ssociated persons* during the income year
The number of days the asset was used by family or as OR where income from any person received was less t	ssociated persons* during the income year han 80% of market rate n entity, persons associated with the entity owning the property
The number of days the asset was used by family or as OR where income from any person received was less t * Associated persons include close relatives, or if owned by an	ssociated persons* during the income year han 80% of market rate n entity, persons associated with the entity owning the property
The number of days the asset was used by family or as OR where income from any person received was less t * Associated persons include close relatives, or if owned by ar For non-associated persons where payment received is	ssociated persons* during the income year han 80% of market rate n entity, persons associated with the entity owning the property
The number of days the asset was used by family or as OR where income from any person received was less t * Associated persons include close relatives, or if owned by an For non-associated persons where payment received is Number of days the asset was used: Income received: Expenses incurred in respect of the property (the list be	ssociated persons* during the income year han 80% of market rate n entity, persons associated with the entity owning the property s at least 80% of market value:
The number of days the asset was used by family or as OR where income from any person received was less t * Associated persons include close relatives, or if owned by an For non-associated persons where payment received is Number of days the asset was used:	ssociated persons* during the income year han 80% of market rate n entity, persons associated with the entity owning the property s at least 80% of market value:
The number of days the asset was used by family or as OR where income from any person received was less t * Associated persons include close relatives, or if owned by an For non-associated persons where payment received is Number of days the asset was used: Income received: Expenses incurred in respect of the property (the list be required):	ssociated persons* during the income year han 80% of market rate n entity, persons associated with the entity owning the property s at least 80% of market value: elow is not exhaustive – details of all expenses will be
The number of days the asset was used by family or as OR where income from any person received was less t * Associated persons include close relatives, or if owned by an For non-associated persons where payment received is Number of days the asset was used: Income received: Expenses incurred in respect of the property (the list be required): Cost of advertising for hireage	ssociated persons* during the income year than 80% of market rate n entity, persons associated with the entity owning the property s at least 80% of market value:
The number of days the asset was used by family or as OR where income from any person received was less t * Associated persons include close relatives, or if owned by an For non-associated persons where payment received is Number of days the asset was used: Income received: Expenses incurred in respect of the property (the list be required): Cost of advertising for hireage Cost of repairing damages caused by hireage	ssociated persons* during the income year han 80% of market rate n entity, persons associated with the entity owning the property s at least 80% of market value: elow is not exhaustive – details of all expenses will be \$ \$
The number of days the asset was used by family or as OR where income from any person received was less t * Associated persons include close relatives, or if owned by an For non-associated persons where payment received is Number of days the asset was used: Income received: Expenses incurred in respect of the property (the list be required): Cost of advertising for hireage Cost of repairing damages caused by hireage Operating costs / supplies	ssociated persons* during the income year than 80% of market rate n entity, persons associated with the entity owning the property s at least 80% of market value:

Thank you for completing this questionnaire Don't forget to sign it

Client Questionnaire Individual Page 6 of 6