

## Individual Questionnaire - 31 March 2022

Ensure this guestionnaire is completed and included with your records

PLEASE ENSURE you fill out the <u>CLIENT NAME</u> box & <u>SIGN</u> the document. (Only fill in any contact details that might have changed recently or you want to reconfirm contact details.)

Client Name:		Phone:	
IRD Number:		Fax:	
Balance Date:	31 March 2022	Email:	
To: Co-Pilot Accounting Limited			

## **Terms of Engagement**

I hereby instruct you to prepare my Taxation Returns for the 2022 year. I undertake to supply all information necessary to carry out such services and will be responsible for the accuracy and completeness of such information.

Authority is given to obtain information from Inland Revenue, other government agencies and financial institutions about all tax types (except child support), bank and loan accounts in order to complete the above assignments. This includes obtaining information through all Inland Revenue media and communication channels including electronic ones.

I authorise your organisation to act as my agent for ACC levy purposes for all associated entities. This authorisation allows your organisation to query and change information on my ACC levy account(s) through ACC staff, and through MyACC for Business. This authority will also allow your organisation's main representative discretion to delegate access to my ACC information to other members of your organisation. Other delegated members of your organisation will also be able to query and change information on my ACC levy account.

You are to represent me as my tax agent. All income tax returns will be signed by me however you are authorised to sign any other taxation return on behalf of myself or any of my associated entities.

I also accept that Co-Pilot Accounting Limited has the right to charge interest on overdue accounts at the rate of 2% per month, and that all accounts are due for payment by the 20th of the month following invoice date. The charging of such interest will be at the discretion of Co-Pilot Accounting Limited. I accept that any collection costs incurred by Co-Pilot Accounting Limited will be fully recoverable from me. I also accept that if I am entitled to any refunds from the Inland Revenue Department, Co-Pilot Accounting Limited may deduct their accountancy fees from that refund if accountancy fees are owing at the time the refund is received. These refunds will be banked into the ASB Co-Pilot Accounting Limited Trust Account, and then a cheque will be written out to Co-Pilot Accounting Limited. We will be supplying you with a statement of transactions for any monies gone through the Co-Pilot Accounting Limited Trust Account for the year ended 31 March 2022, the month after the end of the current financial year.

Signature	Date		
Records Required	✓	Comments	
Wages/National Superannuation/Benefits			
Please provide us with the names of any organisations you have red following from:  Wages ACC payments National Superannuation Any other benefits In most cases IRD will have sent us these details direct, however we to check all details have been included.			



Student Loan		
Do you have a student loan?		
If so, please provide your latest statement from IRD		
Interest and Dividends		
Please supply the advice slips.		
<ul> <li>For interest received, you should have an annual advice notice showing the</li> </ul>		
withholding tax deducted. This may be on the bottom of your bank		
statement dated 31 March		
<ul> <li>If any dividends are taken as bonus shares, also include these advice slips</li> </ul>	Ш	
Rental and Leased Property		
Please complete an additional rental questionnaire		
Mortgage Interest Paid on Residential Properties		
Have you incurred interest on residential properties owned (which is not your		
main family home)? Is the interest also against properties other than residential rentals? If so, please provide details of amount of interest and		
dates paid.		
Partnerships, Trusts, Estates and Companies		
Please supply details of income earned from any entity for which we do not		
prepare the accounts and tax returns.		
Overseas		
Overseas		
<ul> <li>Supply details of overseas interest, dividends, wages received, and</li> </ul>		
taxation paid	Z	
<ul> <li>Provide details of any overseas investments held at any time during the financial year</li> </ul>		
<ul> <li>Attach all of your investments advisor's reports</li> </ul>		
<ul> <li>Have you at any point in your lifetime, ever contributed to a foreign superannuation scheme, even if you cannot receive the benefits until you</li> </ul>		
retire?		
Any Other Income		
Attach details:		
■ Income Replacement Insurance Policy – provide details of premiums and		
<ul> <li>claims</li> <li>Look Through Company – if you have been allocated a share of a loss</li> </ul>		
other than from a company that we are aware of, please provide details		
<ul> <li>Did you receive non-taxable income from any other sources? If Yes, please provide details.</li> </ul>		
piease provide details.	L	
Donations		
Do you want us to complete your rebate claim form? Yes \_ No \_	Ш	
If so, please attach receipts.		
Working for Families Tax Credits and Parental Tax Credit	<u> </u>	I
Please supply full names and birth dates of all children. Please note the following:		
<ul> <li>If you had a child born within the current financial year you may be eligible</li> </ul>		
for the Parental Tax Credit. Please include their IRD Number below. If you		
do not have this you will need to obtain one for them in order to claim any entitlement for them		
<ul> <li>Where a child has become financially independent during the current</li> </ul>		
financial year, please advise the date they left school or home		



Child's Name	IRD No.		Date of Birth	Date left School
If you have no six at Marking for Familia. Too Oos the during the				
If you have received Working for Families Tax Credits during the supply the certificate issued to you by IRD, detailing the amour				
Also provide details of any child support or maintenance payme	ents made or			
received.				
If we do not prepare your spouse or partner's taxation return, p	lease provide			
us with details of their income.	.ouce provide			
Have there been any changes to your family circumstances, in	oluding o			
change in responsibility for your dependent child(ren), you hav				
separated or otherwise changed your family circumstances? If	so, please			
provide details.				
Do you share custody of your child(ren) with anyone other thar	your partner?			
If so, please provide details.	, ,			
Did you work on average less than 20 hours per week if single your spouse / partner combined work less than 30 hours per w				
please provide details.	ook: 11 oo,			
A LEG L'A Madi C. E	T 0 1'1			
Additional income information - Working for Families	s rax Credits			
You are required to supply details of income received from the sources:	following			
Salary exchanged for private use of a work				
<ul> <li>Vouchers and other short-term charge facilities</li> </ul>				
<ul> <li>Major shareholder in a close company</li> </ul>		ᅵ႘ᅵ		
Non-locked-in PIE income				
Certain pensions and annuities				
Distributions from retirement savings schemes     Distributions from superconnection achieves.				
<ul><li>Distributions from superannuation schemes</li><li>Tax-exempt overseas pensions</li></ul>		ᄖ		
Tax-exempt salary or wages				
Other income (if you or your partner get more than \$5000 per partner)	er year to help			
with your living costs)				
Children's passive income				
Non-resident spouse or partner's income Non-boneficient distributions from a trust				
<ul><li>Non-beneficiary distributions from a trust</li><li>Non-resident borrower's overseas income</li></ul>				
Losses		ᄖ		
Settlor's attributable trustee income				
Attributable fringe benefits				
Main income equalisation scheme deposits				
Main income equalisation scheme refunds		片		
Retirement savings schemes contributions	DIE			
<ul> <li>Income from a retirement savings or superannuation scheme</li> <li>Depreciation recovered on sale of a building</li> </ul>	PIE			
2 oprodiction rocevered on sale of a building				



Have you sold residential property in New Zesland where Residential Land Withholding Tax has been deducted and paid to the IRD? If so, provide details e.g. IRT 100 Residential all and withholding tax return and other sale and purchase documents.  Residential Property Sales  Have you sold any residential property during the year (not otherwise detailed on the information provided)?  If yes, when was the property purchased?  If it was purchased within 10 years of the sale date,  • what was the original purchase price  • and the sale price?  • has it been used as your main home for the full time it has been owned? If not, please provide dates and details on the nature of the shared use.  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?  Yes \  \text{No} \  \   If yes, provide details of property:  Was the property empty for £2 days or more in the income year?  Yes \  \text{No} \  \   If yes, please complete the following section so we can determine the amount of allowable deductions.  Mixed Use Holiday Home – Information Required  The number of days the property was empty during the income year  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 income year  OR where income from any person received was least han 80% of marker trate  *Associated persons include close relatives, or if owned by an entity, persons associated with the entity owning the property  If there is more than one tenant who used the property through the year, please attach details.  Name of tenants  Samount of tenants  Samount of tent they paid:  Samount of tent they paid:  Samount of tent they paid:  Samount of tenants  Samount of tenants  Samount of adays spent in the property while repairing damages caused by tenants  Mortgage interest  Rates  Samount of a says spent in the property while repairing damages caused by tenants  Mortgage interest  Repairs/maintenance f	A detailed description and examples of above income types is available from the IRD website: <a href="https://www.ird.govt.nz/income-tax/income-tax-for-individuals/adjust-your-income/types-of-income">https://www.ird.govt.nz/income-tax/income-tax-for-individuals/adjust-your-income/types-of-income</a>			
Withholding Tax has been deducted and paid to the IRD? If so, provide details e.g. IR1100 Residential land withholding tax return and other sale and purchase documents.    Residential Property Sales	Residential Land Withholding Tax			
Have you sold any residential property during the year (not otherwise detailed on the information provided)?  If yes, when was the property purchased?  If it was purchased within 10 years of the sale date,  • what was the original purchase price  • and the sale price?  • has it been used as your main home for the full time it has been owned? If not, please provide dates and details on the nature of the shared use.  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?  Yes \  No \   If yes, provide details of property:  Yes \  No \   If yes, provide details of property was empty during the income year?  Was the property empty for 62 days or more in the income year?  Was the property empty for 62 days or more in the income year?  Was the property empty for 62 days or more in the income year?  Was the property was empty during the income year.  The number of days the property was empty during the income year.  The number of days the property was empty during the income year.  The number of days the property was empty during the income year.  The number of days the property was empty during the income year.  The number of days the property was empty during the income year.  The number of days the property was empty during the income year.  The number of days the property was empty during the income year.  The number of days the property was empty during the income year.  The number of days the property was empty during the income year.  By the 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 entity owning the property.  If there is more than one tenant who used the property through the year, please attach details.  Name of tenant:  Relationship to owner (if any):  Amount of rent they paid:  \$ Dates rented (From: To)  Cost of advertising for tenants  \$ Dates incurred in respect of the property (the list below is not exhaust	Withholding Tax has been deducted and paid to the IRD? If so, provide details e.g. IR1100 Residential land withholding tax return and other sale and			
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Ves   No	Mixed Use Holiday Home			
Was the property empty for 62 days or more in the income year?  Was the property empty for 62 days or more in the income year?  Was the property empty for 62 days or more in the income year?  Wixed 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 income year  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 entity owning the property  If there is more than one tenant who used the property through the year, please attach 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 all expenses will be required):  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	Do you have a property (such as a holiday home or a bach) that is used privately	y and		
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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 all expenses will be required):  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	OR where income from any person received was less than 80% of market rate	-		
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Expenses incurred in respect of the property (the list below is not exhaustive – details of all expenses will be required):  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	Amount of rent they paid: \$			
required):  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	Dates rented (From: To)			
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  \$		details	of all expenses will be	
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  \$			\$	
Number of days spent in the property while repairing damages caused by tenants  Mortgage interest  Rates  Insurance  Repairs/maintenance for general wear and tear	Cost of repairing damages caused by tenants		\$	
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Rates \$ S S S S S S S S S S S S S S S S S			\$	
Insurance \$ Repairs/maintenance for general wear and tear \$				
Repairs/maintenance for general wear and tear \$				
	Other (please give details) :			



Mixed Use Boat or Plane		
Do you have a boat or plane (with a market value of \$50,000 or greater), that is used privately and also to derive		
income? Yes \[ \sum No \[ \]		
If yes, provide details:		
Description:		
Market value: \$		
Was the asset unused for 62 days or more in the income year?  Yes No If yes, please complete the following section so we can determine the amount of allowable deductions.		
Mixed Use Boat or Plane - Information Required		
The number of days the asset was <b>unused</b> during the income year		
The number of days the asset was used by family or associated persons* during the income year		
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 entity owning the property		
For non-associated persons where payment received is at least 80% of market value:		
Number of days the asset was used:		
Income received: \$		
Expenses incurred in respect of the property (the list below is not exhaustive – details of all expenses will be required):		
Cost of advertising for hireage		
Cost of repairing damages caused by hireage \$		
Operating costs / supplies \$		
Insurance \$		
Repairs/maintenance for general wear and tear \$		
Other (please give details)		
Cryptoassets		
Have you received or traded in cryptoassets during the income year? If so, please provide the following information:		
The type of cryptoasset		
<ul> <li>For each transaction provide the date, type of transaction i.e. received or disposed of, number of units, value in NZD</li> </ul>		
Total units of each cryptoasset held at the beginning and end of the year		
Exchange records and bank statements		
Wallet addresses		

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