

# Individual Questionnaire – 31 March 2020

Ensure this questionnaire is completed and included with your records

Client Name:		Phone:	
Balance Date:	31 March 2020	Fax:	
		Email:	

To: Sutcliffe Graham & Co Limited

## Terms of Engagement

I hereby instruct you to prepare our Taxation Returns for the 2020 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. You are hereby authorised to communicate with my bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to complete the above assignments. I authorise you to obtain information from Inland Revenue about all tax types except child support (NCP or CPR) in order to complete the above assignments. This includes obtaining information through all Inland Revenue media and communication channels.

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 other taxation return on behalf of myself/ourselves or any of my/our associated entities.

I/We also accept that you have the right to charge interest on overdue accounts at the rate of 1.5% per month, and that all accounts are due for payment by the 20<sup>th</sup> of the month following invoice date. The charging of such interest will be at your discretion. I/We accept that any collection costs you incur will be fully recoverable from me/us.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Records Required	✓	Comments
<b>Wages/National Superannuation/Benefits</b>		
Please provide us with the names of any organisations you have received the following from: <ul style="list-style-type: none"> <li>▪ Wages/Salary</li> <li>▪ ACC payments</li> <li>▪ National Superannuation</li> <li>▪ Any other benefits</li> </ul> In most cases IRD will have sent us these details direct, however we do need to check all details have been included.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>Student Loan</b>		
Do you have a student loan?	<input type="checkbox"/>	
<b>Interest and Dividends</b>		
Please supply the following documents- <ul style="list-style-type: none"> <li>▪ For interest received, your bank should send you an annual resident withholding tax (RWT) certificate showing the interest earned and withholding tax deducted during the year.</li> <li>▪ For dividends received, please provide each dividend tax notice. If any dividends are taken as bonus shares, also include these statements.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	
<b>Rental and Leased Property</b>		
If you earned rental income or leased a property during the year, please also complete the rental questionnaire	<input type="checkbox"/>	
<b>Partnerships, Trusts, Estates and Companies</b>		
Please supply details of income earned from any entity for which we do not prepare the accounts and tax returns.	<input type="checkbox"/>	

Records Required	✓	Comments
<b>Overseas</b>		
<ul style="list-style-type: none"> <li>▪ Supply details of overseas interest, dividends, rental income, wages received, and taxation paid</li> <li>▪ Provide details of any overseas investments held at any time during the financial year</li> <li>▪ Attach all of your investments advisor's reports including managed portfolio reports.</li> <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 retire?</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	
<b>Any Other Income</b>		
Attach details: <ul style="list-style-type: none"> <li>▪ Income Replacement Insurance Policy – provide details of premiums and claims</li> <li>▪ Look Through Company – if you have been allocated a share of a loss other than from a company that we are aware of, please provide details</li> </ul>	<input type="checkbox"/>	
<b>Donations</b>		
Do you want us to complete your rebate claim form? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, please attach your donation receipts	<input type="checkbox"/>	
<b>Residential Land Withholding Tax</b>		
Have you sold residential property in New Zealand where Residential Land 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.	<input type="checkbox"/>	
<b>Working for Families Tax Credits</b>		
If you believe you are eligible to receive Working for Families Tax Credits please complete the Family Details Questionnaire on the website.	<input type="checkbox"/>	

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