

SME Financial Limited
Business Development Specialist & Chartered Accountants

2009 INDIVIDUAL INFORMATION QUESTIONNAIRE

Period Covered: 1 April 2008 to 31 March 2009

Client Name:

IRD Number:

Please ensure that this form is completed in full. Check with us if you are uncertain of what type of information we require.

INFORMATION TO BE PROVIDED

Please ensure that all information is provided to assist in the preparation of your accounts. Time spent seeking extra information not originally provided will increase costs.

With regard to this annual work, our responsibilities are restricted to the analysis of the information that you provide to us and the accurate compilation of your Return of Income. You are responsible for ensuring the information is complete. You are ultimately responsible for the statements provided and for any interest and penalties charged by the IRD which result from the omission or ambiguity of information provided by you. (We may perform other services for you in addition to this annual work which is not covered by the engagement statement).

Please tick where appropriate:

	Yes	No
PART A - PERSONAL INCOME		
1. Did you receive income with tax deducted? These include -		
<input type="checkbox"/> Wages & Salary		
<input type="checkbox"/> Income-tested NZ super		
<input type="checkbox"/> Family support paid by Income Support		
<input type="checkbox"/> Shareholder salaries which have had tax deducted		
<input type="checkbox"/> Accident Compensation		
<input type="checkbox"/> Social Welfare Benefit		
If none of the above → go to Question 2		
If yes → have you enclosed all certificates		
2. Did you have any New Zealand interest paid or credited to you, including any interest from partnerships and trusts		
If no → go to Question 3		
If yes → have you enclosed all certificates, eg IR15s (You should have received interest statements or certificates from your financial institutions)		
3. Did you have any New Zealand dividends paid or credited to you, or did you receive shares instead of dividends		
If no → go to Question 4		
If yes → have you enclosed all dividend statements		

Yes	No
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4. Did you receive any New Zealand estate or trust income [] []

If no → go to Question 5

If yes → please provide details of income received, including

- Ø Name of the Trust.....
- Ø IRD no. of the Trust.....
- Ø Total trust income received.....
- Ø Tax paid by trustees.....

5. Did you receive any overseas income [] []

If no → go to Question 6

If yes → have you enclosed details of this overseas income & tax paid on this income [] []

6. Did you receive any partnership income other than interest and dividends shown above [] []

If no → go to Question 7

If yes → please provide details of this income, including

- Ø Name of the Partnership.....
- Ø IRD no. of the Partnership.....
- Ø Total partnership income.....
- Ø Total partnership tax credits.....

7. Did you receive [] []

Ø NZ Superannuation, (exclude income-tested NZ Super already shown above)

Ø Veteran's Pension [] []

If none of the above → go to Question 8

If yes → have you attached all tax deduction certificates [] []

8. Did you receive any rental income [] []

If no → go to Question 10

If yes → please provide details of the following (if there is more than one property please show details separately in terms of each property)

Ø Rent received details

\$ No. of months the property was rented	_____ mths
\$ No. of months the property was available for renting	_____ mths
\$ Total rent received	\$ _____

Ø Expenses to be claimed, including

\$ Commission paid to real estate agencies for renting the property	\$ _____
\$ Interest paid on loans/ mortgages	\$ _____
\$ Insurance	\$ _____
\$ Power/ light and gas	\$ _____
\$ Rates/ water rates	\$ _____
\$ Repairs & maintenance	\$ _____
\$ Any improvements or fixed asset additions	\$ _____
\$ Other expenses (please specify)	\$ _____

Ø Details of how the property is constructed, so we can calculate the depreciation (please tick the most appropriate one)

\$ Brick, stone or concrete	[]
\$ Reinforced concrete	[]
\$ Wooden framed	[]

Yes	No
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9. Did you buy or sell any rental properties during the year [] []
 If no → go to Question 10
 If yes → continue with Question 9a & b

a. Property purchased, please provide details of the following

Ø Full address of the property.....

Ø Copy of sale & purchase agreement	[]	[]
Ø Copy of solicitors settlement statement for the property	[]	[]
Ø Copy of the latest Government property valuation	[]	[]
Ø Copy of valuation completed by a registered property valuer/ consultant	[]	[]
Ø Details of how the property is constructed (please tick the most appropriate one)		
§ Brick, stone, concrete	[]	[]
§ Reinforced concrete	[]	[]
§ Wooden framed	[]	[]

b. Property sold, please provide details of the following

Ø Full address of the property.....

Ø Copy of sale & purchase agreement	[]	[]
Ø Copy of solicitors settlement statement	[]	[]
Ø Details of commission paid to Agency, if any	[]	[]

10. Did you receive income from self-employment [] []
 If no → go to Question 11
 If yes → have you supplied details of all deductible expenses, these include expenses you have to pay in order to earn this self-employment income. Please check with us if you are unsure what can be claimed. [] []

11. Are you claiming a loss from a loss attributing qualifying company (LAQC) [] []
 If no → go to Question 12
 If yes → please provide details of the following

Ø Name of the LAQC.....
 Ø IRD number of the LAQC.....
 Ø Total amount of loss attributing.....

12. Did you receive any other type of income other than that stated above [] []
 If no → go to Question 13
 If yes → have you supplied all the relevant information [] []

PART B – REBATES

13. Do you estimate your total income (after all expenses) to be less than \$9,880 [] []
 If no → go to Question 14
 If yes → please supply details of number of weeks where you worked over 20 hours during the year [] Weeks

14. Did you make a donation of \$5 or more to an approved charity [] []
 (Please note: It does not include school fees)
 If no → go to Question 15
 If yes → have you attached all the receipts. [] []

Yes	No
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15. Did you pay for childcare or a housekeeper [] []
 If no → go to Question 16
 If yes → have you provided details of the following
- Ø Name of childcarer/ housekeeper.....
 - Ø Address of childcarer/ housekeeper.....
- Ø Total amount that you have paid during the year \$ _____
 (you may only claim this rebate if certain criteria are met, please check with us for details)

PART C – GENERAL

16. If your family circumstances have changed, it may affect your entitlement to claim certain rebates and benefits. Please contact us if this is the case.
17. If your tax return results in a REFUND being due and you are a Provisional Taxpayer, do you want that refund : (please tick one)
- a. Sent to you in full []
 - b. Used to offset your Provisional Tax Liability or ACC Levies, if any []
 - c. Transferred to your spouse []
19. Has your postal address changed? If yes, please advise the new address [] []
- Street Address/P.O. Box No.....
- Suburb & City.....
20. Has your home address changed? If yes, please advise the new address [] []
- Street Address.....
- Suburb & City.....
21. Can you please provide your contact numbers where applicable?
- Phone No.(Work).....
- Phone No.(Home).....
- Mobile Phone No.....
- Facsimile No.....
- E-mail Address.....
23. Should we have any queries in the preparation of your accounts and/or tax return, which method of communication do you prefer
- (please circle) Letter Phone Facsimile E-mail

General Comments/ Notes:

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DECLARATION

I understand that the above information will be used by SME Financial Limited in the preparation of financial statements and taxation returns as agent on my behalf. I have read and understood the obligations which I am required to meet included in the "Information to be Provided" section.

Under the terms of the Privacy Act (1993), I _____ authorise SME Financial Limited to obtain from any third party any records or information you require for the purpose of preparing my Financial Statements and Income Tax Returns and accordingly any such third party is authorised to provide you with information required.

Client Signature _____ Date _____

PLEASE ENSURE THAT YOU SIGN OUR TERMS OF ENGAGEMENT FORM AND RETURN IT TO US WITH YOUR RECORDS. WE ARE UNABLE TO COMMENCE WORK UNTIL WE RECEIVE A SIGNED TERMS OF ENGAGEMENT FROM YOU.

THANK YOU FOR COMPLETING THIS FORM