

Annual Individual Questionnaire

2021 Income Tax Year

Client Name:	
Email Address:	
Phone Number:	

Please take the time to complete this checklist as it is a very important part of the accounting process.

It helps to;

- Identity and provide the information we need to prepare your return of income.
- Minimise the queries form for us during the preparation of your return of income.

It also helps us meet the quality control standards that are required of us as Chartered Accountants.

You can return your completed form using either:

- 1) Email to jess@iatkins.co.nz
- 2) Mail to: Atkins & Associates Ltd, PO Box 37 Feilding 4740
- 3) Upload to your online portal at <https://atkinsassociates.portal.accountants/login>

Please complete all of the compulsory sections. The other sections only need to be completed if they apply to your situation.

If you need help completing this questionnaire, please contact us on (06) 323 9864.

Annual Individual Questionnaire

Only complete the section of the questionnaire if you answer “yes” to the relevant question.

This is the **INDIVIDUAL** questionnaire. We require this questionnaire to be completed if we prepare your personal tax return. (If you are a sole trader and/or own rental properties / are in a partnership / are a contractor, please also complete a Business questionnaire).

Please answer Yes/No if <u>Yes</u> please complete the relevant sections		Yes/No	If Yes complete
1.	Do you receive income from which source deductions are made (e.g. PAYE, Withholding Tax etc.)? <ul style="list-style-type: none"> If yes, we will obtain this information from IRD. 		
2.	Do you receive New Zealand dividend income (from investments not held in a managed portfolio scheme)? <ul style="list-style-type: none"> If yes, please provide all dividend statements. 	Attached	N/A
3.	Do you receive New Zealand interest income (from investments not held in a managed portfolio scheme)?		A
4.	Do you receive any overseas income (from investments not held in a managed portfolio scheme)?		B
5.	Do you own any overseas investments, bank accounts or superannuation?		C
6.	Do you have any investments in Portfolio Investment Entities (PIE's)? <ul style="list-style-type: none"> If yes, please provide summary schedules for the year from your provider including details of the Prescribed Investor Rate (PIR) 	Attached	N/A
7.	Do you have investments in a Managed Portfolio Scheme? <ul style="list-style-type: none"> If yes, please provide the Portfolio Manager's year-end tax reports 	Attached	N/A
8.	Do you receive any rental income from 3 or more boarders?		D
9.	Did you receive any income as a beneficiary of a Trust that Atkins & Associates Ltd. does not act for?		E

10.	Are you a shareholder in a Company that Atkins & Associates Ltd. does not act for, and if so, do you derive an income from it?		F
11.	Are you a shareholder in a Look Through Company (LTC) that Atkins & Associates Ltd. does not act for?		G
12.	Are you a partner of a Partnership that Atkins & Associates Ltd. does not act for, and if so, did you derive a share of income / share of losses?		H
13.	Did you receive any other income not covered above?		I
14.	Did you acquire any share or exercise any rights or options to acquire shares under an employee share or option scheme?		J
15.	Did you buy or sell Cryptocurrency?		K
16.	Do you have an outstanding student loan?		
17.	Were you absent from New Zealand for more than 325 days during the period? • If yes , please provide the date your left or arrived back in NZ.		
18.	Are you considered a tax resident or citizen of another country?		L
19.	Did you sell any property that you acquired after 1 October 2015?		M
20.	Is the Working for Families Tax Credit (WfFTC) applicable to you?		N
21.	Have you paid any donations for which you would like us to claim your rebate?		O
22.	Do you have Income Protection Insurance? If yes , please provide a letter from your provider noting the tax-deductible premiums paid for the year.	Attached	N/A
23.	Please complete the tax refund section.	P	
24.	Do you have any other information you would like to make us aware of?		Q

Section A NZ Interest Income

Please provide the following:	Attached	N/A
<ul style="list-style-type: none"> All interest certificates 		
<ul style="list-style-type: none"> A current Certificate of Exemption (if you have one) 		

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Section B Overseas Income

Please provide the following:	Attached	N/A
<ul style="list-style-type: none"> Full details and schedules including dividends, interest, rental income, and/or any other income received from an overseas country 		

Section C Overseas Investments, Bank Accounts or Superannuation

Where overseas investments are not held within a managed portfolio please provide the following (grouped by investment company/trust):	Attached	N/A
<ul style="list-style-type: none"> Details and numbers of shares/units owned at the beginning of the year financial year, the market value at that date, shares/units purchased and sold during the twelve-month period, details and number of shares/units owned at the end of the financial year and their market value at year end (if available) 		
<ul style="list-style-type: none"> Do you have any foreign bank accounts, credit cards, loans etc. in your personal name (irrespective of whether it is business related)? 		
If yes , please provide:		
- Bank statements for the full year		
<ul style="list-style-type: none"> Do you have an Overseas Superannuation Pension or Fund? 		
If yes , please provide:		
- Details of the provider, amount and income received		
- Statements received from the provider		

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Section D Rental Income from Boarders

How many boarders do you have?	
How much do they pay a week?	\$
How much did they pay you this financial year?	\$

Section E Beneficiary Income (from a Trust Atkins & Associates Ltd. does not act for)

Please provide the following:	Attached	N/A
<ul style="list-style-type: none"> Details of all Trusts for which you are a beneficiary 		
<ul style="list-style-type: none"> Details of all income allocated and tax credits allocated 		

Section F Shareholding in a Company (that Atkins & Associates Ltd. does not act for)

Please provide the following:	Attached	N/A
<ul style="list-style-type: none"> Details of shareholder/director remuneration for which PAYE/Withholding Tax was not deducted 		

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Section G Shareholding in a Look Through Company LTC (that Atkins & Associates Ltd. does not act for)

Please provide the following:	Attached	N/A
<ul style="list-style-type: none"> Details of all profit and loss allocations received 		

Section H Partnership Income (from a Partnership that Atkins & Associates Ltd. does not act for)

Please provide the following:	Attached	N/A
<ul style="list-style-type: none"> Details of your share of income, share of losses 		

Section I Other Income

Please provide the following:	Attached	N/A
<ul style="list-style-type: none"> Full details of any other income received 		

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Section J Employee Share or Option Scheme

Please provide the following:	
<ul style="list-style-type: none"> Name of employer 	
<ul style="list-style-type: none"> Number of shares/options 	
<ul style="list-style-type: none"> Date obtained 	
<ul style="list-style-type: none"> Market value at the date acquired 	\$

Section K Cryptocurrency

Please provide the following:	Attached	N/A
<ul style="list-style-type: none"> Did you buy or sell cryptocurrency? 		
<ul style="list-style-type: none"> If yes, please provide: <ul style="list-style-type: none"> Details of all purchase transactions during the year Details of all sales transactions during the year 		
<ul style="list-style-type: none"> Did you receive any cryptocurrency as payment for a business transaction? 		
<ul style="list-style-type: none"> If yes, please advise the amount received and date of transaction/s 		

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Section L Tax Resident or Citizen of another Country

Please advise which country:

Please provide the following:

Attached N/A

- A copy of the tax return filed in that country for the relevant tax year

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Section M Sale of Property (acquired after 1 October 2015)

If this was your main home, we do not need any details

If the property was sold within either 2 or 5 years (depending on date of purchase) the Bright-line rules may apply and require tax to be paid), please provide:

Attached N/A

- Documents relating to the initial purchase
- Copy of the sale and purchase agreement for the sale
- Solicitor settlement statements (including copy of legal fee invoice) for both transactions

Section N Working for Families Tax Credit

- Do you think you may be entitled to WfFTC?

If yes, please provide the following details:

Name of principal caregiver:

Name	Date of Birth	IRD Number	Were you the principal caregiver for the whole year?

Have you registered with Inland Revenue for WfFTC?

Are you eligible for an in-work tax credit?

- If **yes**, please advise the number of weeks where you worked more than 20 hours per week for a solo parent or more than a combined 30 hours per week for a couple.

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Section O Donations Rebate

Please provide the following:

Attached N/A

- Receipts for donations

Section P Tax Refund Instructions

Please provide your bank account details for any IRD tax refunds:

- Bank account name:
- Bank account number:

Section Q Any Other Information

Please add anything else you would like to make us aware of:

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Thank you so much for completing our Annual Questionnaire