

Financial Statements Questionnaire – 31 March 2021

Individual

Please ensure this questionnaire is completed and included with your records.

NAME: _____

Email Address:

The most convenient time to call you is:

Refunds – if my return results in a refund due, I would like the refund

(the IRD will not issue a cheque for tax refunds)

- Refunded to me in full to the following bank account **Yes/No**

- Used to offset any provisional tax liability **Yes/No**

Authorisation

I / We hereby instruct Coombe Smith (PN) Limited to prepare my / our Financial Statements and Taxation Returns from the information and records I/we have supplied to you. I/we accept responsibility for the accuracy and completeness of all records and information supplied to you. Preparation of financial reports and tax returns are based on information provided to us in accordance with SES-2. Our procedures do not include verification of financial information. No audit or review engagement is undertaken.

You are authorised to communicate with my bankers, solicitors, finance companies, investments companies and any other business that we deal with to obtain such information as you require in order to complete the above duties.

I authorise Coombe Smith (PN) Limited to access and change information through ACC online (if applicable) and directly with ACC staff.

Signature _____

Date _____



The more information you complete/provide now will save us both time



1.	<u>Salary, wages and National superannuation</u> Did you receive any income from salary, wages or superannuation? (if so IRD will supply us with the details)	Yes	No
2.	<u>Other Income</u> Did you receive any other income, for example, estates or Trusts, overseas, annuity or pension? If yes, please provide details of this.	Yes	No
3.	<u>IRD Subsidies and Loans</u> Did you receive payments from IRD for Covid-19 Wage Subsidy Scheme (WSS), Leave Support Scheme (LSS), Short-Term Absence Payments? If so, please provide details of amounts received.	Yes	No
	Did you an IRD Small Business Loan? If so, please provide details of amounts received and repayments made.	Yes	No
4.	<u>Interest, Dividend & PIE Income</u> Did you receive any income from interest or dividends? If yes, please provide full details including interest and dividend advice certificates and PIE Investment Annual Statements.	Yes	No
5.	<u>Overseas Income</u> Did you receive any income from overseas, including Foreign Investment Funds? If yes, please provide full details of these.	Yes	No
6.	<u>Rental Property</u> Did you receive any rental income this year or purchase a rental property? If yes please request the rental questionnaire from us	Yes	No
7.	<u>Deductible Expenses</u> Did you have any deductible expenses such as income protection insurance? If yes, please attach a copy of the invoices and policy.	Yes	No
8.	<u>Donations Rebate</u> Did you make a donation during the year? (school, church, charitable donations) If yes, please provide the receipts.	Yes	No
9.	<u>Working for Families</u> Do you have children aged under 18 years, or 18 years and attending secondary school or territory education? If yes, please complete the information on the following page.	Yes	No

<u>Names of Children</u> (Who were cared for and financially dependent on you)	<u>Date of Birth</u>	<u>IRD Number</u>

Adjustments to your Family Income for Working for Families Tax Credits

There have been changes to the types of income you must tell us about when applying for and receiving Working for Families Tax Credits. **We need to know if you received income from the following sources as this is important for the entitlement calculation.**

- Have you received any income from any other sources that we don't administer?
- Attributable trustee income.
- Attributable fringe benefits.
- Passive income of children.
- Income of non-resident spouse.
- Any payments used for day to day living expenses?
- Pensions and Annuities.
- Other payments.
- Income equalisation scheme deposits (excludes "adverse events" deposits).

Our advice is, if in doubt, tell us the income and we can advise accordingly with reference to the legislation whether the type of income needs to be included in the family income calculation for an entitlement.

Parental Tax Credits

If you had a baby in the past twelve month the child will require an IRD number

- Have you had a baby during the year? **YES/NO**
- If YES, have you applied for Parental Tax Credit? **YES/NO**

Family Changes

- Has there been any change in your marital status (this includes defacto) during the previous year? **YES / NO**
- Has there been a shared custody arrangement? **YES / NO**

Child Support

- Did you pay child support to an ex-partner?

YES / NO

If yes how much did you pay?

\$ _____

- Did you receive child support from an ex-partner?

YES / NO

If yes how much did you receive?

\$ _____

In Work Payment

You may be entitled to an In-Work Payment depending on the weekly hours worked

In a single parent family you need to work more than 20 hours; for a two-parent family you need to work more than 30 hours per week combined.

- Does your family meet these requirements?

YES / NO

If yes, please provide number of hours worked

Parent 1 _____

Parent 2 _____

If your spouse files his/her own tax return, we will need a copy of this return to calculate the total family income.

Thank you for completing this questionnaire