

Individual Questionnaire –

Ensure this questionnaire is completed and included with your records

Client Name:		Phone:	
IRD Number:		Balance Date:	
Email:			

Signature _____ Date _____

Records Required	<input checked="" type="checkbox"/>	Comments
Wages/National Superannuation/Benefits Please provide us with the names of any organisations you have received the following from: <ul style="list-style-type: none">▪ Wages▪ Termination or incentive payments▪ ACC payments▪ National Superannuation▪ Any other benefits In most cases IRD will have sent us these details direct, however we do need 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 style="list-style-type: none"> For interest received, you should have an annual advice notice showing the withholding tax deducted. This may be on the bottom of your bank statement dated 31 March If any dividends are taken as bonus shares, also include these advice slips 		
Rental and Leased Property		
Please complete attached rental questionnaire		
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		
<ul style="list-style-type: none"> Supply details of overseas interest, dividends, wages received, any other income, and taxation paid Provide details of any overseas investments held at any time during the financial year Attach all of your investments advisor's reports 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? 		
Any Other Income		
Attach details: <ul style="list-style-type: none"> Income Replacement Insurance Policy – provide details of premiums and claims Look Through Company or Partnerships – if you have been allocated a share of income or a loss other than from a company that we are aware of, please provide details Did you receive taxable or non-taxable income from any other sources? If Yes, please provide details (e.g. Uber, Airbnb, services through platforms such as Pocket Job, Airtasker etc). 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Donations		
Do you want us to complete your rebate claim form? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, please attach receipts.	<input type="checkbox"/>	
Working for Families Tax Credits and Parental Tax Credit		
Please supply full names and birth dates of all children. Please note the following: <ul style="list-style-type: none"> If you had a child born within the current financial year you may be eligible 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 Where a child has become financially independent during the current financial year, please advise the date they left school or home 	<input type="checkbox"/>	

A detailed description and examples of above income types is available from the IRD website: <https://www.ird.govt.nz/income-tax/income-tax-for-individuals/adjust-your-income/types-of-income>

Residential Land Withholding Tax

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.

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 sold before 1 July 2024, and purchased within 5 years of the sale date OR if it was sold on or after 1 July 2024 and purchased within 2 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: _____

Was the property empty 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 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 \$ _____

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 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 **unused** 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
- For each transaction provide the date, type of transaction i.e. received or disposed of, number of units, value in NZD
- 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**