



Individual Questionnaire and Information Declaration

Name: _____

Physical Address: _____

Postal Address: _____

Business Phone: _____

Home Phone: _____ Mobile: _____

Email: _____

INFORMATION DECLARATION AND AUTHORITY INSTRUCTION

I/We hereby instruct you to prepare my/our Financial Reports and Taxation Returns. I/We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the financial statements in so far as third parties are concerned, or the fulfilling of any statutory audit requirements. You are hereby authorised to communicate with the appropriate Bankers, Solicitors, Finance Companies, Inland Revenue Department and other persons or organisations to obtain such further information as you may require in order to carry out the above assignments.

Client Signature

Client Name

____/____/____
Date

OFFSHORE INVESTMENTS – All amounts in Foreign Country Currency – we will convert to NZ Dollars

Please provide details of all Funds held offshore, Income earned, and Overseas Tax deducted

Where Funds Held Institution and Country	Multi Cert No.s	Year-End Numbers Or Value	Joint Y / N	Overseas Tax Deducted	Gross Foreign Income

ANY OTHER INCOME – Not listed elsewhere

Income	Amount

PIE'S - PORTFOLIO INVESTMENT ENTITIES

Please provide all relevant Certificates so we may ensure you have your correct Prescribed Investor Rate (PIR)

Where Invested	Multi Cert No.s	Year-End Balance	Joint Y / N	Prescribed Investor Rate (PIR)

IS THE PIR CORRECT? YES / NO Kiwisaver investment should be checked

EXPENSES

If your Business ceased, you are still eligible to claim on your final ACC Levy, Interest on Business Debts, Accountancy Fees, etc incurred during the 2026 tax year

- Expenses against Withholding Tax related Earnings, e.g. Labour Only Contractors, etc
- Costs incurred for the collection of Interest Income, e.g. Solicitors Commission
- Expenses you may claim in your Tax Return include Accountancy Fees, Investment Fees, Income Protection Fees, etc - please provide details for each expense

Expense Type / Paid To	Receipt Y / N	Amount

