Questionnaire

Name:

Professional Services to be provided for the 2025/2026 Financial Year

These services are in Terms of the Engagement/Agreement Letter
Between You as Client and Graham and Dobson Ltd

Extracts From The Engagement/Agreement Letter

- You instruct Graham & Dobson Ltd to prepare Income Tax Returns and/or Financial Statements for the 2026 year. You undertake to supply all information necessary to carry out such services, and you are responsible for the accuracy and completeness of such information.
- You instruct Graham & Dobson Ltd to communicate with my/our bankers, solicitors, finance companies, insurance providers, suppliers, and all government agencies to obtain such information as you require to complete the engagement.
- You instruct Graham & Dobson Ltd to act as your tax agent in respect of all dealings with Inland Revenue and obtain personal information for all tax types via all media. You authorise Graham & Dobson Ltd to prepare, submit and sign taxation returns on your behalf.
- You authorise Graham & Dobson to furnish to any third party, financial information of yours as they see fit, that is requested in the furtherance of your business activities.
- We will charge for your work based on time engaged. Invoices issued to you will be payable on the 20th of the month following the date of the invoice unless a special arrangement has been made. We reserve the right to charge interest at the rate of 1.5% per month on fees outstanding past the due date.

Other Terms and Conditions

- All other terms and conditions of this engagement are as set out in the Engagement/Agreement Letter I/we signed as a client of Graham & Dobson Ltd. A further copy of the Engagement/Agreement Letter is available on request.
- Graham & Dobson Ltd has to comply with Anti Money Laundering (AML) regulations. We may be required to collect and verify additional information from you relating to your identity and source of funds for transactions.

Contact Details

- Please fill in with your contact details so we can ensure our database holds your most up to date details.

Mailing Address	**Physical Address**

Communication Details

Work Phone:	**Mobile:**
Home Phone:	**Email Address:**

Bank Account Details for Income Tax Refunds, *fill in below or* *Copy & paste bank details here:*

Name

A/C No.

If an e-mail address is supplied Graham & Dobson Ltd will communicate with you by that means, including your financial information, unless you advise otherwise.

Client Signature **Date**

<u>PLEASE SIGN</u>

Questionnaire

Please complete this page if you receive Financial Statements

What would you like Graham & Dobson to do once we have prepared draft Financial Statements for the Year?

- [ ] E-mail draft Financial Statements for your approval
- [ ] Telephone and discuss with you
- [ ] Arrange an appointment to meet with you
- [ ] Proceed and finalise the financial statements without contacting me/us further.

No		Yes		**Financial Statements will be emailed to you unless you indicate otherwise.**

Are Financial Statements to be sent/made available to anyone else besides IRD and Chartered Accountants Australia New Zealand?

No		Yes		If Yes, please provide all details.

a) Bank/Lending Institution

Name:	
Address:	
Attention of:	

b) Other

Name:	
Address:	
Attention of:	

Have there been any Changes in Business Activities since last Balance Date?

No		Yes		If Yes, please provide all details.

Questionnaire

1	Was any Interest received during your Financial Year?

No ☐ Yes ☐ If Yes, please provide all details.

Supply interest advice notices received from banks, companies and financial institutions. (These may be received electronically, please print off and include)

2	Were any Dividends Received during your Financial Year?

No ☐ Yes ☐ If Yes,

Supply dividend advice notices received from banks, companies and financial institutions. (These may be received electronically, please print off and include)

Include all advices including where bonus shares are received in lieu of dividends

To ensure Tax Credits are correctly included all advice notices must be provided - you may even be entitled to a refund!

3	Do you have an investment portfolio and/or invest with a similar investment platform?

No ☐ Yes ☐ If Yes, please provide the Investment and Tax Reports.

- ☐ Craigs Investments Partners
- ☐ Forsyth Barr
- ☐ Hatch
- ☐ InvestNow
- ☐ Sharesies
- ☐ **Other:**

4	Did you Receive any Income from Overseas Sources?

No ☐ Yes ☐ If Yes, please provide all details.

5	Do you own Investments in any country other than New Zealand (even if you do not receive income) including Foreign Pensions, Foreign Life Insurance Policies, or received an Inheritance?

No ☐ Yes ☐ If Yes, please attach details

This information is required to determine whether your overseas investments are required to be taxed under the Foreign Investment Fund (FIF) Rules

6	Did you Receive any Income from PIE Funds?

No ☐ Yes ☐ If Yes, please provide all details.

Questionnaire

7	**Was Income Paid or Credited to you from a Trust, Partnership, LTC, and/or Company?**

No ☐ Yes ☐ If Yes, please provide details:

Please answer the following questions if the Financial Statements for the Partnership/Trust/Estate you received income from were not prepared by Graham & Dobson Ltd:

- Name and IRD Number of the Estate/Trust/Partnership the income was received from
- Details of any tax credit or tax paid for you
- What type of income was it *e.g.* Interest, Farming etc
- Contact person/name of firm who prepared Financial Statements

8	**Was Rent Received from any Residential, Rural, Air BnB and/or Commercial Property Investment?**

No ☐ Yes ☐ If Yes, please provide details of:

- Rent received and expenses paid, i.e. rates, insurance, advertising, mortgage interest, repairs & maintenance, property management fees
- If the property was not rented for a full 12 months, please provide details of when and why it was vacant.
- If the property was sold or purchased during the year please provide statement from solicitor
- Any visits to inspect the property during the year showing date, details and km's travelled.

9	**Do you have a property, such as a holiday home or a bach that is used part time privately and also rented out?**

No ☐ Yes ☐ If Yes, please supply details of income and expenses and the following.

☐ Number of days used privately
☐ Number of days property was empty
☐ Number of days property was rented

10	**Did you own any Crypto Assets during the income year?**

No ☐ Yes ☐ If Yes, please provide details of

- Type of Crypto Asset
- Movements for the year i.e. received, disposed, traded; the associated date of movement, number of units, and value in NZD.
- Total units of each crypto asset held at beginning and end of the year.
- Exchange records and bank statements
- Wallet addresses

11	**Did you own any Precious Metals during the income year?**

No ☐ Yes ☐ If Yes, please provide details of

- Type of metal held
- Movements for the year i.e. received, disposed, traded; the associated date of movement, number of units, and value in NZD.
- Total units of each metal held at beginning and end of the year.
- Exchange records and bank statements

Questionnaire

12	Did you own any Carbon Credits/NZU's during the income year?

No		Yes		If Yes, please provide details of

- Type of credit held
- Movements for the year i.e. entitlement received, purchased, surrendered, sold; the date of the associated movement, number of units, and value in NZD.
- Total units of each held at beginning and end of the year.
- Exchange records and bank statements

13	Did you Receive Income from any Other Source?

No		Yes		If Yes, please provide details

14	Have there been any changes in your Investments during the year?

No		Yes		If Yes, please provide details

15	Have you purchased and/or sold a property during the income year?

No		Yes		If Yes, please provide

- Name of Solicitor involved
- Sale & Purchase Agreement
- Cash & Settlement Statement
- Invoices
- Any other details that are required

16	Did you pay any Loss of Earnings/Income Protection Insurance?

No		Yes		If Yes, please provide details

Questionnaire

Please complete this page if it applies to you

Date of Birth ______

17	**Do you have a Student Loan?**

No ☐ Yes ☐

Please provide your latest IRD statement and details of voluntary payments made to IRD during your Financial Year

18	**Would you like Graham & Dobson to complete a Donations Rebate Claim on your behalf?**

No ☐ Yes ☐ If Yes, please attach donation receipts

19	**Did you receive any Working for Families Tax Credit Entitlement during the year ended 31 March 2026?**

No ☐ Yes ☐ We will need to contact you for additional information

20	**Did you have a child born during the year ended 31 March 2026?**

No ☐ Yes ☐ If Yes, please attach details

Please provide full name, date of birth & IRD number to enable us to apply for a Parental Tax Credit on your behalf. (Note: We are no longer able to apply for an IRD number on your behalf)

21	**Did you have a child who became financially independent during the current financial year?**

No ☐ Yes ☐ If Yes, please advise the name of the child and date they left school.

This alters the Working for Families Entitlement