

Name: \_\_\_\_\_

## 2025 ANNUAL QUESTIONNAIRE – INDIVIDUALS

Information required for financial statements and tax returns. Please ensure this form is completed in full and tick the Yes/No boxes as required.

<b>1. Salary and Wages</b>	<b>Yes</b>	<b>No</b>
Provide details of salaries and wages earned during the year.		
<b>2. Investments</b>	<b>Yes</b>	<b>No</b>
a. All interest certificates		
b. All dividend certificates		
c. For new investments, details of the cost		
d. For investments sold, details of the selling price		
<b>3. Income from Rents (New Zealand and Overseas)</b>	<b>Yes</b>	<b>No</b>
Details of rent received and all outgoings (e.g. interest, repairs, rates, insurance). If there is more than one property, provide details of each property.		
<b>If you have purchased property during the year, please detail the following:</b>		
Purchase price of property		
Rateable valuations land		
Improvements		
Total		
Type of construction (brick, wood, concrete)		
<b>4. Property Transactions (New Zealand and overseas)</b>	<b>Yes</b>	<b>No</b>
Provide details of the following transactions:		
a. Sale/purchase of land and buildings		
b. Sale/purchase of any other assets		
c. Loan documents, settlement statements and purchase agreements are required		
<b>5. Mixed use Assets</b>	<b>Yes</b>	<b>No</b>
Provide details of any assets that are used privately and also to generate income such as a holiday home or property used to provide short term accommodation (via Airbnb or similar service).		
<b>6. Other Income</b>	<b>Yes</b>	<b>No</b>
Provide details of income received from other sources not known by us, e.g. your share of:		
a. Covid-19 leave support payments received (if you applied for this as a self-employed person, contractor or as a shareholder employee)		
b. Trusts and/or Estates		
c. Partnerships		
d. Companies including income allocated from a Look Through Company		
e. Insurance proceeds		

<b>7. Overseas Income</b>		<b>Yes</b>	<b>No</b>
Provide details of any overseas income received during the year e.g.:			
a. Overseas interest and dividend income received			
b. Overseas wages or other income from personal services provided			
c. Overseas investments (including bank accounts, estates, trusts and partnerships) held at any time during the income year.			
d. Do you have an interest in a foreign superannuation scheme? If yes, please provide details of any regular pension income you receive or any lump-sum withdrawals that have been made from such scheme.			
<b>8. Student Loan</b>		<b>Yes</b>	<b>No</b>
If you have a student loan, please provide full details.			
<b>9. Expenses</b>		<b>Yes</b>	<b>No</b>
Provide details of any expenses you wish to claim, e.g. income protection insurance, interest paid on funds borrowed to purchase investments.			
<b>10. Donations Rebate</b>		<b>Yes</b>	<b>No</b>
Do you want us to complete your donation rebate form? If so, please attach receipts for donations, school or childcare payments.			
<b>11. Working for Families</b>			
a. If you have children under the age of 18 either at school or not in full employment please supply details below.			
Name of Child	Date of Birth	IRD No	Date Left School
b. Please supply your Working for Families Tax Credits Notice of Entitlement sent to you by the IRD (IR932).			
In order to calculate your Working for Families tax credits we need to know:			
› Have you married, separated or otherwise changed your family circumstances during the year to 31 March?			
› If your living arrangements have changed, please detail (including dates)			
› Have you paid or received maintenance or child support to/from any person during the year? If so, how much			\$
› Were you a full time wage/salary earner during the year? (At least 20 hours/week single parent or 30 hours/week for a two parent family). If so, for how many weeks of the year?			
› Details of "other income" received. Other income for Working for Families tax credits include:			
› Payments you receive from any person that you use for living expenses (where the total amount is more than \$5,000 for the tax year)			
› Passive income of children such as interest, dividends, rents, beneficiary income			
› Income of a non-resident spouse			
› Tax exempt income			
› Pensions and annuities including 50% from life insurance or superannuation funds			
› Attributable trustee income - if you have settled funds on a trust and it has income that has not been distributed to beneficiaries			
› Attributable fringe benefits provided to shareholder employees			
› PIE income (except superannuation or retirement savings schemes)			
› Income equalisation scheme deposits (excluding adverse event deposits) made by you			
<b>Please note - if we do not complete your partners tax return we will not be able to calculate the family assistance.</b>			

## Terms of Engagement

We confirm that the terms of the engagement are as follows:

- a. That we have engaged Baker Tilly Staples Rodway Hawke's Bay Ltd (Baker Tilly Staples Rodway) to compile our annual financial statements/income tax returns.
- b. That Baker Tilly Staples Rodway has not been requested to perform an audit or review engagement.
- c. We accept and understand that Baker Tilly Staples Rodway will provide no assurances regarding the financial information resulting from the compilation process.
- d. We accept and understand that when applicable the financial statements will be prepared and presented in accordance with Generally Accepted Accounting Practice.
- e. We have provided all the information that is required to enable Baker Tilly Staples Rodway to complete the engagement, including income from all sources.
- f. We will review the financial statements/income tax returns prior to acceptance and signature by us.
- g. We accept the responsibility for the accuracy of the financial statements/income tax returns and the assertions contained in them. Baker Tilly Staples Rodway's responsibility is to compile the financial statements/ income tax returns from the data supplied by us.
- h. We accept and understand that Baker Tilly Staples Rodway will have no responsibility to third parties to whom we provide the financial statements/income tax returns and who may rely on them. Any copies of the financial statements which we distribute to third parties will have Baker Tilly Staples Rodway's disclaimer attached.
- i. We give Baker Tilly Staples Rodway the full authority to obtain any necessary information from the Inland Revenue Department concerning all our tax affairs for all tax types that Baker Tilly Staples Rodway act as our agent. We accept and understand this information may be obtained by Baker Tilly Staples Rodway via telephone, info-express (IRD's automated telephone service) or using on-line services (on the IRD's secure website).
- j. We give Baker Tilly Staples Rodway the full authority to sign Inland Revenue Department returns and forms on our behalf.
- k. We give Baker Tilly Staples Rodway full authority to contact our banks and any other organisation for the purposes of obtaining information necessary to complete our returns of income and financial statements. We acknowledge that this information would not otherwise be available due to the Privacy Act restrictions, but we give our full authority for this statement to be used as written confirmation of our agreement to your obtaining information for the above mentioned purposes.
- l. We authorise Accident Compensation Corporation to supply information relating to our levies to Baker Tilly Staples Rodway for the purpose of preparing financial statements.

We agree with the terms of the engagement as summarised above.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_