

# Individual Questionnaire – 31 March 2025

Ensure this questionnaire is completed and included with your records

Client Name		Phone:	
Balance Date	31 March 2025	Fax:	
		Email:	

To: HSW Limited

## **Terms of Engagement**

I hereby instruct you to prepare our Taxation Returns for the 2025 year. I undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. You are hereby authorised to communicate with my bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to carry out the above assignments.

You are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us however you are authorised to sign any other taxation return on behalf of myself/ourselves or any of my/our associated entities.

I/We also accept that you have the right to charge interest on overdue accounts at the rate of 1.5% per month, **and that all accounts are due for payment by the 20<sup>th</sup> of the month following invoice date**. The charging of such interest will be at your discretion. I/We accept that any collection costs you incur will be fully recoverable from me/us.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Records Required	✓	Comments
<b>Wages/National Superannuation/Benefits</b>  Please provide us with the names of any organisations you have received the following from: <ul style="list-style-type: none"><li>▪ Wages</li><li>▪ ACC payments</li><li>▪ National Superannuation</li><li>▪ Any other benefits</li></ul> In most cases IRD will have sent us these details direct, however we do need to check all details have been included.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>Student Loan</b>  Do you have a student loan?  If so, please provide your latest statement from IRD	<input type="checkbox"/>	
<b>Interest and Dividends</b>  Please supply the advice slips. <ul style="list-style-type: none"><li>▪ 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 2025.</li><li>▪ If any dividends are taken as bonus shares, also include these advice slips</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	
<b>Rental and Leased Property</b>  Please complete attached rental questionnaire	<input type="checkbox"/>	
<b>Partnerships, Trusts, Estates and Companies</b>		

Please supply details of income earned from any entity for which we do not prepare the accounts and tax returns.		<input type="checkbox"/>	
<b>Records Required</b>		<input checked="" type="checkbox"/>	<b>Comments</b>
<b>Overseas</b>			
<ul style="list-style-type: none"> <li>▪ Supply details of overseas interest, dividends, wages received and taxation paid</li> <li>▪ Provide details of any overseas investments held at any time during the financial year</li> <li>▪ Attach all of your investments advisor's reports</li> <li>▪ 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?</li> </ul>		<input type="checkbox"/>	
<b>Any Other Income</b>			
Attach details:		<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>▪ Income Replacement Insurance Policy – provide details of premiums and claims</li> <li>▪ Look Through Company – if you have been allocated a share of a loss other than from a company that we are aware of, please provide details</li> </ul>		<input type="checkbox"/>	
<b>Donations</b>			
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"/>	
<b>Working for Families Tax Credits and Parental Tax Credit</b>			
Please supply full names and birth dates of all children. Please note the following:		<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>▪ 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</li> <li>▪ Where a child has become financially independent during the current financial year, please advise the date they left school or home</li> </ul>		<input type="checkbox"/>	
<b>Child's Name</b>		<b>IRD No.</b>	<b>Date of Birth</b>
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Records Required	✓	Comments
<b>Working for Families Tax Credits and Parental Tax Credit (continued)</b>		
If you have received Working for Families Tax Credits during the year, please supply the certificate issued to you by IRD, detailing the amounts.	<input type="checkbox"/>	
Also provide details of any child support or maintenance payments made or received.	<input type="checkbox"/>	
If we do not prepare your spouse or partner's taxation return, please provide us with details of their income.	<input type="checkbox"/>	
Have there been any changes to your family circumstances, including a change in responsibility for your dependent child(ren), you have married, separated or otherwise changed your family circumstances? If so, please provide details.	<input type="checkbox"/>	
Do you share custody of your child(ren) with anyone other than your partner? If so, please provide details.	<input type="checkbox"/>	
Did you work on average less than 20 hours per week if single or did you and your spouse / partner combined work less than 30 hours per week? If so, please provide details.	<input type="checkbox"/>	
<b>Additional income information - Working for Families Tax Credits</b>		
For the year starting 1 April 2011 the definition of family income for Working for Families Tax Credits has been extended. You are now required to supply details of income received from the following sources:	<input type="checkbox"/>	
<b>▪ Attributable trustee income</b> Attributable trustee income is all income for the year of a trust that hasn't been distributed as beneficiary income. Trustee income will be attributed only to settlors of a trust. The settlors are individuals who establish or contribute funds to the trust.	<input type="checkbox"/>	
<b>▪ Attributable fringe benefits</b> If you receive fringe benefits and you or your associates (e.g. the family trust) are shareholder-employees of the company you work for and you or your associates hold voting interests of 50% or more then you need to include the fringe benefits in your family income. The value of the fringe benefit is the tax-inclusive value of the benefit.	<input type="checkbox"/>	
<b>▪ PIE income</b> This includes an amount of income attributed by a portfolio investment entity (PIE) to the principal caregiver or their spouse or partner, except if the PIE is a superannuation fund or a retirement savings scheme (e.g. KiwiSaver).	<input type="checkbox"/>	
<b>▪ Passive income of children</b> This includes all passive income such as interest, rents or beneficiary income, received by a dependent child above a threshold of \$500 per year, per child.	<input type="checkbox"/>	
<b>▪ Income of non-resident spouse</b> If your spouse or partner, who is not a tax resident, is earning an income overseas, from 1 April 2011 you will need to include their worldwide income as part of your family income.	<input type="checkbox"/>	
<b>▪ Tax exempt salary or wages</b> This includes salary and wages that are exempt from income tax under specific international agreements in New Zealand. (e.g. employees of international organisations such as the United Nations or the Organisation for Economic Co-operation and Development (OECD)).	<input type="checkbox"/>	
<b>▪ Pensions and annuities</b> This includes 50% of the amount of pension or annuity payments from life insurance policies or a superannuation fund, (excluding NZ Super).	<input type="checkbox"/>	

Records Required	✓	Comments
<b>Additional income information - Working for Families Tax Credits (continued)</b>		
<ul style="list-style-type: none"> <li>▪ <b>Other payments</b> These are payments from any other person or entities that are used for the family's day-to-day living expenses. If the total amount is more than \$5,000 for the tax year, then the total amount must be included as family income.</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>▪ <b>Income equalisation scheme deposits (excludes 'adverse events' deposits)</b> This includes any deposits made by you, a company controlled by you or your trust to an agricultural, fishing or forestry business income equalisation scheme account at Inland Revenue.</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>▪ <b>Major Shareholder in a Close Company</b> Shareholders owing at least 10% of a company where five or fewer shareholders own greater than 50% of the company will be required to include their proportionate share of net income of the company (in addition to dividends received from the company)</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>▪ <b>Certain distributions from superannuation schemes and retirement savings schemes</b> This includes any deposits made by you, a company controlled by you or your trust to an agricultural, fishing or forestry business income equalisation scheme account at Inland Revenue</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>▪ <b>Fringe benefits to shareholders</b> Shareholder employees owning 50% or more of the company (including interests of associated persons) will need to include attributable fringe benefits (i.e. motor vehicles, low interest loans, subsidised transport &gt; \$1k, contributions to insurance/sickness/accident/death funds &gt;\$1k and other benefits &gt;\$2k)  From the 2015 income year, non-controlling shareholders will be required to include motor vehicles (where the person would have been entitled to more employment income if they had not chosen the motor vehicle) and the value of short term charge facilities  A detailed description and examples of above income types is available from the IRD website: <a href="http://www.ird.govt.nz/wff-tax-credits/entitlement/work-out/wfftc-entitlement-adjustments.html">http://www.ird.govt.nz/wff-tax-credits/entitlement/work-out/wfftc-entitlement-adjustments.html</a></li> </ul>	<input type="checkbox"/>	

**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 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) : \_\_\_\_\_

**GOVERNMENT SUBSIDY**

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

Amount: \_\_\_\_\_ Amount: \_\_\_\_\_ Amount: \_\_\_\_\_

**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 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) \_\_\_\_\_

**Thank you for completing this questionnaire  
Don't forget to sign it**