2017 PERSONAL INFORMATION — ***Robertson Fulton*** *CHARTERED ACCOUNTANTS*

PLEASE ANSWER ALL QUESTIONS EVEN IF IN THE NEGATIVE OR N/A. Where lists of information are required use the back of the form or attach a separate schedule. If you require any assistance completing the form, please give us a call.

CLIENT DETAILS

Full Names...

....

Has your marital status changed? If yes, please give date and details ....

Postal Address: ....

Physical Address: ....
(if different from above)

Email Address: ....
(**ESSENTIAL – we are moving to invoicing & sending tax notices to this email**

Phone Numbers: Work: .... Home: ....

Mobile (him):................................ Mobile (her):...

Fax:...

Date of Birth: (him) ..../......./....... Date of Birth: (her) ..../......./.......

Bank Account Number: .... - .... - .... - ....
(ESSENTIAL – IRD are no longer paying refunds by cheque)

Tick ✓ or N/A

INCOME

☐ **Earnings from Wages, Salary, Pensions, Commissions, Contracting:**
IRD directly give us details of earnings where you had PAYE deducted. However, if you are a contractor/commission agent receiving income with no tax deducted, we will need this information.

☐ **Interest** (attach all Tax Deduction Certificates).
Note: Please check all your bank accounts and investments for interest details.
If you have purchased or sold bonds during the year, please provide details of these also.

☐ **Dividends** (attach all Dividend Advice Certificates, including shares issued in lieu of cash dividends).

☐ **Distributions from Unit Trusts** (attach all advice notes).

☐ **Managed Funds** (please send us all the year's correspondence from the fund manager, not just a summary page)

☐ Did you receive any **Overseas Income**?
If yes, give full details. We need the advice notes showing gross distributions and any overseas taxes deducted, as well as closing balances.

Tick ✓ or N/A

INCOME (continued)

☐ **Share in Estate or Trust** (Name & IRD No.) - give details of share of taxable income and of any tax or imputation credits to be claimed.

☐ **Rent Received**
- Gross receipts
- Expenses, i.e. interest, rates, insurance, repairs
- Period that the property was available for rental
- Give addresses of any properties let this year and provide Solicitors
- Settlement Statements for rental properties purchased or sold during the year.
- Mortgage statements showing balances at year end, and movements in the year.

(Please attach list **or** supply bank statements, cheque and deposit butts, and invoices).

☐ **Property Sales:** did you purchase a residential property since 1 October 2015 and sell it by 31 March 2017?

Was it your main residential home? YES/NO (delete one)

If not, what was the purpose of the purchase:

………..

Please provide sale and purchase agreements for both purchase and sale, along with reasons for sale

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☐ **Holiday Homes Rented Out:** Do you own a bach or holiday home that is rented out during the year? If so, we will need full details of the property, as well as income received and expenses incurred during the year.

☐ **Share in Partnership** (Name & IRD No.) - give details of share of taxable income and of any tax or imputation credits to be claimed.

If we prepare the financial statements for the partnership, estate or trust, then you <u>do not</u> need to provide details. If they are prepared by another chartered accountant, please provide a copy of the accounts as well as the name of a contact person who was involved in preparing them.

Name of Trust/Partnership: ....

Contact Person: .... Firm: …..

☐ **Benefits & Allowances** – Did you or any of your children receive any benefits from Work and Income? This includes student allowances, hardship grants, or any other kind of grant or benefit received from WINZ, other than NZ Superannuation. Please attach list **or** supply statements from WINZ, and provide the dates you received them:

Type of Benefit: ………

Dates Received – from: ………………………………….. to: ………………………………………

☐ **Student Loan -** If you had a student loan during the year, please provide full details.

Also, if any of your children for whom we prepare a tax return has a student loan, please provide details.

☐ Provide details of any **other income** received (including joint income).

Tick ✓ or N/A

EXPENSES

☐ Where you received income with withholding tax deducted (e.g. as a real estate agent or contractor) please provide details of any related expenses, including invoices and statements.

☐ Please provide details of other deductible expenses i.e. commissions or management fees paid on interest/dividend income, and loss of income insurance.

☐ Please supply details of **interest paid** on funds borrowed and used for making investments or other business purposes.

REBATES

☐ The IRD may send you a form to calculate your donations/childcare rebate. You need to complete this and send it back to them. They will deposit the refund straight into your bank account once your tax return is filed. If you would like us to fill out this form for you, please provide supporting receipts showing payments made.

GENERAL

☐ **Losses from Look Through Companies**
If you have been attributed a share of loss from a company for which we don't prepare the financial statements, please provide full details.

☐ If you were not employed for the full year or other unusual conditions applied, please give details.

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☐ Are you a Trustee of an Overseas Trust? If yes, please give details.

....

☐ **Shares and Bonds** - Please supply details of all changes during the year, e.g. brokers contract notes. Remember, if IRD believe you are buying share parcels with the intention of selling to make profit – this is taxable. This is in contrast to shares you buy for the long term and hold for dividend income. If you have a share portfolio in excess of $450,000, please advise us.

☐ Did you have any **Foreign Investments**?
We need details of the type of investments and the country in which invested. Please include Overseas Life Insurance Policies. New rules came into effect on 1 April 2007 that could tax 'capital gains' on these investments. Please supply details of all changes during the year, e.g. brokers contract notes and **<u>all</u>** correspondence from your fund managers, if you have invested through one.

☐ Did you have any **Foreign Superannuation**?
If you have any of these, please ensure you send in all paperwork you have received during the year.

☐ **Details of Children Living With You**

You may be able to claim **Family Assistance** or **allocate income to child beneficiaries** of a trust: you <u>must</u> supply full names and birth dates of all children,<u>and</u> for those who have completed their secondary education during the current financial year, advise the date of leaving school and whether they are financially independent. Please also provide each child's IRD number.

Name	**Living With Us Full Year or advise dates**	**Date of Birth**	**IRD Number**
....	....	....../......../	....
....	....	....../......./	....
....	....	....../....../	....
....	....	....../....../	....
....	....	....../......../	....

Tick ✓ or N/A

GIFTS

☐ Please list any amounts of cash or other property that you gave as a gift to any other person or trust. Please also list any amounts of cash or other property that you were gifted or inherited during the year.

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………

If your Taxation calculations result in a REFUND being due, and you are a Provisional Taxpayer, do you want that refund:

☐ (a) sent to you in full, or

☐ (b) used to offset your Provisional Tax liability, if any.

TERMS OF REFERENCE
To *Robertson Fulton Limited*

I instruct you to prepare my Financial Accounts and Taxation Returns for the current period. I undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. I accept responsibility for any failure by me to supply all the relevant records and information to you. You are not to complete an audit, nor do I wish you to undertake a detailed review of my affairs in order to substantiate the accuracy of my information. I understand that your work cannot be relied on to detect error and fraud. You are hereby authorised to link me as a client with the Inland Revenue Department and the Accident Compensation Corporation, and to communicate with the appropriate Bankers, Solicitors, Finance Companies and other persons or organisations to obtain such further information as you may require in order to carry out the above assignments.

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Client Signature Date