



Withers Tsang & Co
Chartered Accountants

April 2009

Greetings...the end of the tax year has arrived.

We enclose our year-end tax questionnaires for Personal, Business, and Property Investment clients. Please make additional copies to suit or download from our website www.wt.co.nz or ring us for extra copies.

Please take the time to complete the questionnaire – a well completed questionnaire **will save us time and you money.**

So Which Questionnaire Applies To Me?

Terms of Engagement:	To be completed by all Clients
Personal Income Tax Questionnaire:	To be completed by all Clients
Property Investment Questionnaire:	Only if you have a rental property
Business Income Tax Questionnaire:	Only if you operate a business i.e. self employment, partnership, companies or trust

IRD requirements

According to IRD rules we **cannot act** for you if you don't sign the questionnaire. This means:

- you will not have extension of time to file the return;
- you will not be able to defer your Terminal Tax payment till 7th April 2010.

To avoid unnecessary problems from IRD, please complete and return the **SIGNED** questionnaires to us along with your usual year end records.

ICANZ requirements

As a member of the New Zealand Institute of Chartered Accountants, we are duty bound by our Institute's rules & regulations. From this year onwards, we need you to **sign & agree** with our terms of engagement **before** we can start work.

You will note this is just an elaborated version of our usual terms of engagement but it seeks to clarify our professional obligations to you and your responsibilities to us as clients.

Offshore Investments

The legislation for taxing offshore portfolio investments in shares has changed from 1st April 2007. The new rules may affect your taxable income. We suggest you contact us to see how these new rules would affect you.

2009 marks the beginning of our 12th year anniversary. We sincerely thank you for your continuous support and the opportunity for us to look after your business affairs.

From the Team at
Withers Tsang & Co Limited
Your Trusted Business Advisors

2009 PERSONAL INCOME TAX QUESTIONNAIRE

Please complete, sign, and return this annual client's questionnaire to us with your records and relevant information.

NB: All information is required where applicable. Time spent seeking information not originally provided would cause delay to your job completion and may increase costs to you.

CLIENT'S NAME.....

Please circle

Have you arrived in New Zealand on or after 1 April 2006?
(If yes, you may be eligible for temporary exemption from tax on foreign income). Yes/No

A) Income derived from New Zealand

1) **Employment income/other tax deducted income** Yes/No \$ _____
If you receive a copy of your Summary of Earnings in the mail from IRD please forward a copy to us.

Redundancy Payment

Did you receive any redundancy payment from your past employer? Yes/No \$ _____

2) **Interest received** Yes/No \$ _____
Attach bank interest certificates and others

3) **Dividends received** Yes/No \$ _____
Attach details – include dividends received from Power Company

Have you invested in a managed funds/portfolio investment entity (PIE)? Yes/No \$ _____
(If yes, please send us the details along with advices from PIE.)

4) **Trust/Estate income** Yes/No \$ _____
Attach Details

5) **Partnership income/Business Income** Yes/No \$ _____

6) **Rental income** Yes/No \$ _____
Please complete separate property questionnaire

7) **Other income – please specify** Yes/No \$ _____
Include details of any government stock bought/sold
Please provide details of any employee share options received and/or exercised. Also provide details of income from share trading and/or options trading.

8) **Company Shareholder Salary/LAQC Company** Yes/No \$ _____
Please advise name/names of companies you are expecting to receive a salary or loss from.

If all the director(s) of a LAQC were resident overseas during the year 2008 OR all the director(s) plan to live overseas in the year 2009, then the LAQC status of your company may have been / can be affected.

If this applies to you, please contact us immediately to discuss your tax position.

B) Income derived from overseas countries – please attach details

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|--|--------|----------|
| 1) Rental income (**Please complete separate property questionnaire) | Yes/No | \$ _____ |
| 2) Dividends received | Yes/No | \$ _____ |
| 3) Interest received | Yes/No | \$ _____ |
| 4) Overseas Pension | Yes/No | \$ _____ |
| 5) Salary/Consultancy Fee | Yes/No | \$ _____ |
| 6) Do you have an interest in a foreign superannuation scheme? | Yes/No | \$ _____ |
| 7) Do you hold any shares in a foreign company? | Yes/No | \$ _____ |
| 8) Do you hold any units in a foreign unit trust? | Yes/No | \$ _____ |
| 9) Do you have an interest in a life insurance policy that was issued by a foreign life insurance company? | Yes/No | \$ _____ |
| 10) Do you receive pension or annuity from a foreign life insurance policy? | Yes/No | \$ _____ |
| 11) Have you got offshore portfolio in shares? | Yes/No | \$ _____ |

If yes, please send us details such as:

- cost of shares;
- country of interest;
- market value as at 01-04-2008 & 31-03-2009;
- Whether the investment has a fixed rate of return?

12) If you use an Investment Broker, please include your portfolio statement.

Please provide your Advisors Name and Contact details _____

C) Other information

Please circle

- | | | |
|---|--------|----------|
| 1) Student loan
Do you have a student loan | Yes/No | \$ _____ |
| Have you made any voluntary repayments? | Yes/No | \$ _____ |
| 2) Going overseas in the next 12 months?
If yes, please contact us as soon as possible to arrange a tax planning meeting. | Yes/No | |

D) Expenses

- | | | |
|--|--------|----------|
| 1) Premium paid on Loss of Earnings and Disability policies
If yes, please attach invoice. | Yes/No | \$ _____ |
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NOTE: You cannot claim anything if your policy is an “Agreed Value Policy”

E) Tax Rebate Entitlement

Your rebates can now be claimed separately from your tax return. IRD will forward you a separate Rebate Claim Form where you can tally and claim your rebates. If you want us to claim rebate for you with the tax return please provide the followings:

1) Charitable donations

Attach Original receipts. Receipts must be in your name or company not in the trust name.

2) Housekeeper/Childcare Rebate.

Attach original receipts please.

F) Please let us know how you want us to send your documents and financial statements

Please tick

You will collect the accounts

By courier to your home address

(Deliveries only from Mon – Fri between 8.30 and 5.00pm)

By post to your home address

*** Please note: If your return information parcel is too big for standard post, we will send it by courier. Couriers cannot be delivered to Post Boxes.*