



Withers Tsang & Co  
Chartered Accountants

March 2010

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](http://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?**

<b>Terms of Engagement:</b>	To be completed by all Clients
<b>Tax Questionnaire for Personal Income</b>	To be completed by all Clients
<b>Tax Questionnaire for Property Investments</b>	Only if you have a rental property
<b>Tax Questionnaire for Businesses Income</b>	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 Terms of Engagement and the Tax Questionnaires. 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 7<sup>th</sup> April 2011.

To avoid unnecessary problems from IRD, please complete and return the **SIGNED** Terms of Engagement to us along with your **SIGNED** questionnaires and 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. We therefore 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.

2010 marks the beginning of our 13<sup>th</sup> year in business. We sincerely thank you for your continuous support and the opportunity for us to look after your business and tax affairs.

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

**T: 09 376 8860**

**F: 09 3768861**

**w: [www.wt.co.nz](http://www.wt.co.nz)**

**PO Box 47 145 Ponsonby, Auckland, 1144**

# 2010 TAX QUESTIONNAIRE FOR PERSONAL INCOME

**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** \$ \_\_\_\_\_  
Please forward a copy to us if you receive one from IRD.

**Redundancy Payment**

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

Have you claimed any redundancy rebate from IRD **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 managed funds/portfolio investment entity (PIE)? **Yes/No** \$ \_\_\_\_\_  
(If yes, please send us the details along with advice from PIE.)

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

**5 Partnership income/Business Income** **Yes/No** \$ \_\_\_\_\_  
\*\*Please complete separate tax questionnaire for businesses\*\*

**6 Rental income** **Yes/No** \$ \_\_\_\_\_  
\*\*Please complete separate tax questionnaire for property\*\*

**7 Other income – please specify** **Yes/No** \$ \_\_\_\_\_  
- Details of any government stock bought/sold **Yes/No** \$ \_\_\_\_\_  
- Details of employee share options received and/or exercised **Yes/No** \$ \_\_\_\_\_  
- Details of 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.

**Note: If all the director(s) of a LAQC were resident overseas during the 2009 year OR all the director(s) plan to live overseas in the 2010 year, 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**

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

If yes, please send us details such as:

- cost of shares;
- country of interest;
- market value as at 01-04-2009 and 31-03-2010;
- 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 | <b>Student loan</b><br>Do you have a student loan   | <b>Yes/No</b> | \$ _____ |
|   | Have you made any voluntary repayments?   | <b>Yes/No</b> | \$ _____ |
| 2 | <b>Going overseas in the next 12 months?</b><br>If yes, please contact us as soon as possible to arrange a tax planning meeting | <b>Yes/No</b> |          |

**(D) Expenses**

- |   |   |               |          |
|---|---|---------------|----------|
| 1 | <b>Premium paid on Loss of Earnings and Disability policies</b><br>If yes, please attach invoice. | <b>Yes/No</b> | \$ _____ |
| 2 | <b>Management Fee on Portfolio Investments</b><br>If yes, please attach invoice.                  | <b>Yes/No</b> | \$ _____ |
| 3 | <b>Interest expense on income acquired for investment</b><br>If yes, please attach invoice.       | <b>Yes/No</b> | \$ _____ |

**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 and not in the trust name unless the charity is a beneficiary of the trust.

**2 Housekeeper/Childcare Rebate.**

Attach original receipts please.

**3 Redundancy Tax Credit.**

Have you been made redundant?  
If yes, please attach the following:

**Yes/No**

- i) copy of letter from your employer confirming date you were made redundant
- ii) date you received the redundancy payment
- iii) amount of the redundancy payment.

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

**Please tick**

**I will collect the accounts**

**Please courier to my home address**

**Please post to my home address.**

**Prefer a meeting after accounts are finalised**

*Please note: If the parcel is too big for standard NZ post delivery, we have no choice but to send it by courier (signature required).*

Signature.....Date.....

Contact Number.....E-Mail.....

List all Entities Name.....

Postal Address.....