

**INDIVIDUAL QUESTIONNAIRE 2020**

Please complete & return with your records

<b>Client Name</b>	<b>IRD #</b>
<b>Balance Date</b>	<b>Mobile</b>
<b>Email</b>	<b>Phone</b>
<b>Address</b>	

To: Miller Gale Winter

**Terms of Engagement**

I hereby instruct you to prepare our Taxation Returns for the 2020 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/our bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to complete the above assignments. You are authorised to obtain information for all tax types from Inland Revenue through all channels, including electronic.

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 20th 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.

**Accident Compensation Corporation**

I authorise your organisation to act as my agent for ACC levy purposes for all associated entities. This authorisation allows your organisation to query and change information on my ACC levy account(s) through ACC staff, and through ACC Online Services. This authority will also allow your organisations main representative discretion to delegate access to my ACC information to other members of your organisation. Other delegated members of your organisation will also be able to query and change information on my ACC levy account.

All other terms and conditions of this engagement are the same as those referred to on the Miller Gale & Winter website [www.millergale.co.nz](http://www.millergale.co.nz).

<b>Signature</b>	<b>Date</b> dd / mmmm / yy
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**Tax Refunds**

Please provide the bank account that you would like any tax refunds credited into.

**Bank Account Number**      |     |         |

**RECORDS REQUIRED**



Comments

**Wages / National Superannuation / Benefits**

Please provide us with the names of any organisations you have received the following from:

- Wages
- ACC payments
- National Superannuation
- Any other benefits

In most cases IRD will have sent us these details direct, however we do need to check all details have been included.

**Interest and Dividends** Please supply the advice slips.

- 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
- If any dividends are taken as bonus shares, also include these advice slips

**Rental and Leased Property**

Please complete attached rental questionnaire.

**Partnerships, Trusts, Estates and Companies**

Please supply details of income earned from any entity for which we do not prepare the accounts and tax returns.

**Overseas**

- Supply details of overseas interest, dividends, wages received and taxation paid
- Provide details of any overseas investments held at any time during the financial year
- Attach all of your investments advisor's reports
- 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?

**Any Other Income** Please attach details.

- Income Replacement Insurance Policy – provide details of premiums and claims
- 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

**Donations** Do you want us to complete your rebate claim form? Yes  No   
If Yes, please attach receipts.

**Working for Families Tax Credits and Parental Tax Credit**

Please supply full names and birth dates of all children (Next page). Please note the following:

- 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. If you do not have this you will need to obtain one for them in order to claim any entitlement for them
- Where a child has become financially independent during the current financial year, please advise the date they left school or home *Continued on next page*

Child's Name	IRD #	Date of Birth	Date left School

**Working for Families Tax Credits and Parental Tax Credit (continued)**

- If you have received Working for Families Tax Credits during the year, please supply the certificate issued to you by IRD, detailing the amounts.
- Also provide details of any child support or maintenance payments made or received.
- If we do not prepare your spouse or partner's taxation return, please provide us with details of their income.
- 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.
- Do you share custody of your child(ren) with anyone other than your partner? If so, please provide details.
- 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.

**Additional income information - Working for Families Tax Credits**

From 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:

**Attributable trustee income**

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.

**Attributable fringe benefits**

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.

**PIE income**

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).

**Passive income of children**

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.

**Income of non-resident spouse**

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.

*Continued on next page*



Additional income information - Working for Families Tax Credits *(continued)*

**Tax exempt salary or wages**

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).

**Pensions and annuities**

This includes 50% of the amount of pension or annuity payments from life insurance policies or a superannuation fund, (excluding NZ Super).

**Other payments**

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.

**Income equalisation scheme deposits (excludes 'adverse events' deposits)**

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.

**Major Shareholder in a Close Company**

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).

**Certain distributions from superannuation schemes and retirement savings schemes**

Distributions received from superannuation schemes and KiwiSaver (other than on retirement) may be included in family income.

**Fringe benefits to shareholders**

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 > \$1k, contributions to insurance/sickness/accident/death funds >\$1k and other benefits >\$2k).

From the 2015 income year, employees and 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.

**Losses**

Losses from other businesses / investments / rental properties do not reduce income for the purposes of working out the Working for Families tax credits entitlement.

A detailed description and examples of income types is available from the IRD website:

<http://www.ird.govt.nz/income-tax-individual/income-adjust/intro/iit-adjust-income.html>

**RECORDS REQUIRED**

 **Comments**

**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 deductions.

**Usage during the income year**

The number of days the property was used by the owner.      \_\_\_\_\_

The number of days it was used by associated persons\* OR number of days where it was rented for less than 80% of market rate.      \_\_\_\_\_

The number of days it was used by non-associated renters.      \_\_\_\_\_

*\*Associated persons include family, close relatives, or if owned by an entity, persons associated with owning this property*

**Expenses incurred during the income year**      Please attach details

Cost of advertising for tenants.      \$ \_\_\_\_\_

Cost of repairing damages caused by tenants.      \$ \_\_\_\_\_

Number of days spent at the property while repairing damages caused by tenants.      \_\_\_\_\_

Mortgage interest.      \$ \_\_\_\_\_

Rates.      \$ \_\_\_\_\_

Insurance.      \$ \_\_\_\_\_

Repairs/maintenance for general wear and tear.      \$ \_\_\_\_\_

Other - Please give details below.

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**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, your Miller Gale Winter accountant will advise you as to what information is required in regards to this boat or plane.

Thank you for completing this questionnaire