



Financial Statements Questionnaire for Individual – 31 March 2018

Ensure this questionnaire is completed and included with your records

Client Name			
Balance Date:	31 March 2018		
Phone:		Mobile:	
Email:			

To Raynes, Gibson & Matthews Accountants Ltd

Terms of Engagement

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for this year from the information and records I/We have supplied to you. I/We accept responsibility for the accuracy and completeness of all records and information supplied to you.

You are hereby authorised to communicate with my/our bankers, solicitors, finance companies, and any other business that I/We deal with to obtain such information as you require in order to complete the above duties.

Signature: _____

Date: _____

Convenient time to call you is:	
Alternate phone numbers:	
When do you want your accounts completed by?	
All Details have been Provided as Requested	Yes <input type="checkbox"/> No <input type="checkbox"/> (If no please explain)

PLEASE ENSURE YOU HAVE PROVIDED ALL THE INFORMATION REQUIRED TO COMPLETE YOUR FINANCIALS AND TAX RETURNS. LACK OF COMPLETE INFORMATION MAY MEAN AN INCREASE IN FEES AS WE NEED TO FOLLOW UP FOR MORE INFORMATION.

Records Required	<input checked="" type="checkbox"/>	Comment
Wages/National Superannuation/Benefits		
Please list down the names of any organisations you have received the following from: <ul style="list-style-type: none"> • Wages • ACC payments • National Superannuation • Any other benefits In most cases we will obtain these records direct from the IRD, however we do need to check all details have been included.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
KiwiSaver		
Do you have a KiwiSaver? If Yes, what is your Prescribed Investor Rate (PIR)? <ul style="list-style-type: none"> • 0% • 10.5% • 17.5% • 28.0% 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Student Loan		
Do you have a student loan? If so, please provide your latest statement from IRD	<input type="checkbox"/>	
Goods & Services Tax (GST) Returns (if GST returns have not been prepared by us)		
Supply copies of Goods & Services Tax (GST) returns and work papers	<input type="checkbox"/>	
Interest and Dividend		
Please supply the Interest / Dividend Statements. <ul style="list-style-type: none"> • For interest received, you should have an annual advice notice showing the withholding tax deducted. If not please provide a Resident Withholding Certificate for Interest earned from your bank(s) • Please provide details of any dividends received and if any dividends are taken as bonus shares, also include these advice slips 	<input type="checkbox"/> <input type="checkbox"/>	
Rental and Leased Property		
Please complete the Rental Questionnaire	<input type="checkbox"/>	
Self Employed Income		
Please complete the Business Questionnaire	<input type="checkbox"/>	
Partnerships, Trusts, Estates and Companies		
Please supply details of income received.	<input type="checkbox"/>	
Overseas		
Include overseas interest, dividends, wages received and taxation paid. Note: <i>New Zealand tax residents are liable for tax on world-wide income</i> If Yes, please provide details of the value and quantity of the investments held at any time during the financial year. Please provide the date, value and details of any purchases, sales and income (dividends). Please attach all of your investments advisor's reports. This information is required so we can calculate if any income needs to be declared under the FIF (Foreign Investment Fund) rules.	<input type="checkbox"/>	

