

Barracrough & Associates Limited

2013 Individual Questionnaire

Ensure this questionnaire is completed and included with your records

Client Name		Balance Date	
Phone:		Fax:	
Email:			
Postal Address:			

Terms of Engagement

Barracrough & Associates Limited, Chartered Accountants, are hereby instructed to prepare my Taxation Return for the year ended [balance date].

I accept full responsibility for the accuracy and completeness of all information supplied. I also accept full responsibility for any failure to supply all relevant records and information to Barracrough & Associates Limited and its employees.

I understand that this information is to be used in the preparation of my Taxation Return and that this work cannot be relied upon to detect error or fraud and that Barracrough & Associates Limited and its employees accept no liability for the accuracy and completeness of the information supplied by me.

I further understand that the Taxation Return will be prepared at my request and for my purposes only and that Barracrough & Associates Limited and its employees will not be liable for any losses, claims or demands by any third party.

I authorise Barracrough & Associates Limited, Chartered Accountants, to communicate with my bankers, solicitors, finance companies and any other person or organisation in order to obtain any information which may be required in order to prepare my Taxation Return.

We understand payment of accounts are due on the 20th of the month following invoice unless prior arrangement has been made with Barracrough & Associates Limited.

Signature _____ Date _____

Records Required	Ü	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.	C C C C	
Student Loan		
Do you have a student loan? If so, please provide your latest statement from IRD	C	
Interest and Dividends		
Please supply the advice slips. § For interest received, you should have a Resident Withholding Tax Certificate showing the 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	C C	
Rental and Leased Property		
Please complete attached rental questionnaire	C	

<u>Child's Name</u>	<u>IRD No.</u>	<u>Date of Birth</u>	<u>Date left School</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Records Required	Ü	Comments
Additional income information - Working for Families Tax Credits		
<p>For the year starting 1 April 2012 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::</p> <p>§ 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.</p> <p>§ 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.</p> <p>§ 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).</p> <p>§ Passive income of children This includes all passive income such as interest, rents or beneficiary income, received by a dependant child above a threshold of \$500 per year, per child.</p> <p>§ Income of non-resident spouse If your spouse or partner, who is not a tax resident, is earning an income overseas, from 1 April 2012 you will need to include their worldwide income as part of your family income.</p> <p>§ 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)).</p> <p>§ 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).</p> <p>§ 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.</p>	<p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p>	

Records Required	Ü	Comments
Additional income information - Working for Families Tax Credits		
<p>§ Income equalisation scheme deposits (excludes 'adverse events' deposits) This includes any deposits made by you, a company controlled by you or your trust or your trust to an agricultural, fishing or forestry business income equalisation scheme account at Inland Revenue.</p> <p>A detailed description and examples of above income types is available from the IRD website: http://www.ird.govt.nz/wff-tax-credits/entitlement/work-out/wfftc-entitlement-adjustments.html</p>	C	

**Thank you for completing this questionnaire
Don't forget to sign this on page 1**