

PKF 2024 INDIVIDUAL INFORMATION QUESTIONNAIRE

Name	
Street Address	
Telephone (home)	
Telephone (business)	
Telephone (mobile)	
Email	
Convenient time to call	

Additional Family Member Details

Name	Date of Birth	IRD Number	Student Loan?

Please complete this questionnaire as it contains vital information required to complete your accounts. Be sure to answer all questions so we know you have not missed any questions by mistake. Correctly completing this questionnaire will generally save us a great deal of time which will ensure your statutory obligations are met and you receive vital information on the performance of your business in a timely fashion.

TERMS OF THE ENGAGEMENT

(The complete Terms of Engagement are set out in our Engagement Letter)

I hereby instruct PKF Hamilton Limited to prepare my Financial Accounts and Taxation Returns for the 2024 year.

PKF Hamilton Limited is authorised to act as my tax agent and communicate with and obtain information from Inland Revenue on my behalf in respect of all revenue/tax types.

I accept the responsibility for the accuracy and completeness of the information supplied above which is to be used in the preparation of my financial statements and income tax returns. You are not to complete an audit, nor do I wish you to undertake a detailed review of my affairs to substantiate the accuracy of the information, and therefore you are unable to provide any assurance on my financial statements. I understand your work cannot be relied on to detect error or fraud and that you accept no liability for the accuracy and the completeness of the information supplied by me. I further understand that the financial statements will be prepared at my request and for my purposes only and that you will not be liable for any losses, claims or demands by any third person.

I accept responsibility for any failure by me to supply all relevant records and information to you. You are hereby authorised to communicate with the appropriate Bankers, Solicitors, Finance companies and other persons or organisations to obtain such further information as you may require to carry out the above assignment.

Client Name: _____

Signed: _____

Date: _____

Further details on anything marked as 'Yes' on Page 2

2. Overseas Income

At any time during the financial year, did you:

- a) Own any shares in overseas companies or unit trusts?
- b) Have any interest in an overseas superannuation scheme?
- c) Have any interest in an overseas life insurance policy?

Please CIRCLE the correct answer	
Yes	No
Yes	No
Yes	No

If yes, please attach all documentation received for these investments, including the market value of these investments as at balance date.

At any time during the financial year, did you:

- d) Do you have any foreign currency bank accounts (in New Zealand or overseas)?
- e) Do you have any deposit accounts, loans, bonds, or other similar investments?

Please CIRCLE the correct answer	
Yes	No
Yes	No

If yes, please provide details of these investments (e.g. monthly bank statements) confirming all interest received, and foreign taxes paid or deducted.

At any time during the financial year, did you receive any overseas income of the following types:

- f) Rents
- g) Trust/Estate Distributions
- h) Foreign pensions / annuities
- i) Other (please specify)

Please CIRCLE the correct answer	
Yes	No
Yes	No
Yes	No
Yes	No

If yes, please provide details of income and foreign taxes paid or deducted.

Further details

3. Expenses

a) Do you have income protection insurance?

If yes, provide a copy of your insurance policy wording and your annual invoice or certificate of premiums paid.

b) Did you incur any expenses against 'schedular payments'?

If yes, please provide details

c) Did you borrow money or incur any costs (e.g. commission or fees) in relation to any investments or non-salaried income?

If yes, please provide full details.

Please CIRCLE the correct answer	
Yes	No
Yes	No
Yes	No

Further details

4. Investments (Crypto & ETFs)

At any time during the financial year, did you:

a) Have any investments in Cryptocurrency?

E.g. Bitcoin, Ether (Ethereum), XRP or any other digital currency

a) Have any investments in ETFs (exchange-traded funds)?

If yes, please attach all documentation received for these investments, e.g.

- the market value of each of these investments at year end*
- spreadsheets or documents confirming all purchases (cost and quantity)*
- spreadsheets or documents confirming all sales (cost and quantity)*
- taxable income statements*

Please CIRCLE the correct answer	
Yes	No
Yes	No

Further details

5. Donations

Have you made any donations of \$5 or more to charitable organisations, schools, or religious organisations during the financial year?
If yes, please provide details and receipts

Please CIRCLE the correct answer	
Yes	No

Further details

Date	Donee Organisation	Amount	Receipt Provided?

6. General

- a) Did you receive any other income not mentioned elsewhere in this questionnaire?
- b) Were you outside of New Zealand for a part of the 12 months ended 31 March 2024?
If yes, please state the date you arrived in and/or departed from New Zealand

Please CIRCLE the correct answer	
Yes	No
Yes	No
Arrival Date	____ / ____ / ____
Departure Date	____ / ____ / ____
Yes	No
Yes	No
Yes	No

- c) Are you contemplating leaving New Zealand in the near future?
- d) Are you a citizen of any other country other than New Zealand?
- e) Do you expect there to be any changes to your income or expenses during the next financial year that could significantly affect your tax liability?

If you answered yes to any of the above, please provide full details.

Further details

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7. Tax Credits & Family Entitlements

Please CIRCLE the correct answer

a) Did you have any children in your care during the year?
If yes, please provide details

Yes	No
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Name	Date of Birth	IRD Number (if known)	Number of Days per Week in Your Care
	___ / ___ / ___		
	___ / ___ / ___		
	___ / ___ / ___		
	___ / ___ / ___		

b) Did your relationship status change during the year?
If yes, please provide details (nature of change, date)

Yes	No
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c) Value of Child Support received during the year:

\$	
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d) Value of Child Support paid during the year:

\$	
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e) Total taxable income of your partner for the year (if not also PKF client):
Please provide earnings confirmation for partner income for partner income e.g. IRD Summary of Earnings or Tax return

\$	
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e) Have you already received any form of Working for Families support? E.g. weekly payments.
If yes, please provide details.

Yes	No
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f) Have any of the children in your care left school and/or has there been a change in their custody during the year?
If yes, please provide details in the table below

Yes	No
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Name	Date of Change	Nature of Change (e.g. left school, working full-time, in my care 5 days per week)
	___ / ___ / ___	
	___ / ___ / ___	
	___ / ___ / ___	
	___ / ___ / ___	

Further details

8. Tax Refunds

a) If your tax calculations result in a refund being due, would you like the refund:

Please CIRCLE your preferred option		
Refunded to you in full	Used to offset your provisional tax liability (if any)	Transferred to another taxpayer with tax to pay

b) If you are due a tax refund, which bank account would you like this to be deposited into?

Account Name: _____

Account Number: _____

c) If you would like the refund transferred to another taxpayer, please provide details

Name: _____

IRD Number: _____

Further details

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9. Forward Copy to External Party

a) Would you like us to forward final copies of your accounts and/or tax returns to an external party? (e.g. bank, lawyer etc)
If yes, please provide contact information

Please CIRCLE the correct answer	
Yes	No

Name	Email Address	Type of Documents to Forward