

# AccountabilityNet

Smart Business

## Individual / Sole Trader Questionnaire - 31<sup>st</sup> March 2022

Ensure this questionnaire is completed and included with your records

Client Name		Phone:	
Balance Date	31 March 2022		
		Email:	

### Terms of Engagement

I/We hereby instruct AccountabilityNet Ltd to prepare our Taxation Returns for year ended **31 March 2022**. I/We undertake to supply all information necessary to carry out such services and will be responsible for the accuracy and completeness of such information.

I/We understand that you will rely upon the information provided by me/us. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the Financial Statements in so far as third parties are concerned, or in the fulfilling of any statutory audit requirements. I/We understand that during preparation of the Financial Statements and Taxation Returns you will not be specifically investigating non-compliance with laws and regulations – however anything should come to light of this nature during this process, you will bring that to my/our attention.

I/We understand that the Financial Statements and Taxation Returns are prepared for my/our own use and to determine my/our taxation liabilities. If this should change in any material respect, I/we will inform you immediately. You will not accept any responsibility to any person, other than me/us, for the contents of the Financial Statements.

I/We authorise Accountability Net Ltd to obtain information from Inland Revenue through all channels including electronic ones and contact necessary third parties for information such as bank statements or interest details, liaison with lawyers, hire purchase agreements, or other parties should this be necessary to obtain information required to complete my/our financial statements.

The authorisation is limited to the collection of data necessary for completion of my/our accounts. Authorisation is given to obtain information for all tax types (except child support).

I/We undertake to pay all fees payable within seven (7) days of the date of the invoice, unless an alternate payment arrangement had been made.

You are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us.

Signature is required for each entity – Company/Partnership/Trust/Individual including Directors & Shareholders

Full Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Full Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Full Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE NOTE: - In accordance with the AML/CFT Act, please attach a copy of your driver's licence or passport & proof of address for each Individual,**

<p><b>Records Required – If you are not using Xero please provide a <b>CSV format of your bank account &amp; credit card transactions from 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022 showing your Sole Trader income &amp; expenses.</b></b></p> <p>There are a number of invoices that we specifically require. Please ensure the records you provide us with include all paid accounts for:</p> <p>Insurance premiums Legal fees ACC payments and arrangements</p>	<p>Comments</p>
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**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.

**Student Loan**

Do you have a student loan?  
If so, please provide your latest statement from IRD

**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 our rental questionnaire

**Records Required**

Comments

**Partnerships, Trusts, Estates and Companies**

Please supply details of income received outside of your Sole Trader income.

**Home Office Expenses – Sole Trader**

Comments

Please provide - Office/workshop/storage area measurements

<p>Please supply Power, Internet, Building/Contents Insurance, Interest Mortgage, Repairs &amp; maintenance expenses</p>		
<p><b>Overseas</b></p>		
<p>Include overseas interest, dividends, pension, wages received, and taxation paid.  <b>Note:</b> New Zealand residents are liable for tax on all world-wide income.</p> <p>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).</p> <p>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.</p>		
<p><b>Any Other Income</b></p>		
<p>Attach details          *Income Protection 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</p>		
<p><b>Childcare Tax Credits &amp; Donations</b></p>		
<p>Did you receive Family or Child Support during the year? Yes / No If so, please complete table below.</p> <p>Donations during the year please supply <b>original copies</b> with your records.</p>		

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

Please supply full names and birth dates of all children. 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 below. 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

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.

**Adjustments to your Family Income for Working for Families Tax Credits**

There have been changes to the types of income you must tell us about when applying for and receiving Working for Families Tax credits.

We need to know if you received income from the following sources as this is important for the entitlement calculation.

- Attributable trustee income
- Attributable fringe benefits
- PIE income
- Passive income of children
- Income of non-resident spouse
- Tax exempt salary or wages
- Pensions and Annuities
- Other payments
- Income equalisation scheme deposits (excludes 'adverse events' deposits)

Our advice is, if in doubt, tell us the income and we can advise accordingly with reference to the legislation whether the type of income needs to be included in the family income calculation for an entitlement.

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

**Payment of fees:** All accounts are payable within seven (7) days of the date of invoice (unless an alternate payment arrangement has been made). If an account is not paid within seven (7) days after the due date (this includes due dates relating to alternate payment arrangements), the account may be referred to a debt recovery agency and we may charge you a minimum default fee of 25% of the unpaid portion of the price to cover our legal and recovery costs.

The account may also be recorded on a credit information database held by a credit reporting agency.

**Thank you for completing this questionnaire  
Don't forget to sign it**