

PERSONAL or RENTAL INCOME YEAR ENDED 31 MARCH 2017

CLIENT NAME:	Email:		
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RECORDS REQUIRED	Checklist at each question	Y	N
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A. PERSONAL INCOME RECEIVED (Other than PAYE wages and income tax details which are supplied to us directly by the IRD)	Please Supply the Following:		
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Pensions or Annuities	Advice Notices (Not Superannuation)		
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Interest and Dividends	Annual Interest Summaries (including details of withholding tax deducted and imputation credits)		
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Other Incomes (eg. Rental, Trust and Estate Income)	Full Details of income received and expenses to be claimed against income (Refer Section Below)		
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B. FOREIGN INCOME			
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Foreign Investments Funds (certain Foreign Investments may fall under new tax rules)	If you have any of the following: <ul style="list-style-type: none"> a) Shares in a Foreign Company, Foreign Unit Trust or Managed International Portfolio b) An Interest in a Life Insurance Policy issued by a Foreign Company. c) An Interest in a foreign superannuation scheme. d) You receive a pension or annuity from a foreign life insurance policy 		
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Value of the Foreign Investment (Opening and Closing Balances)	At 01 April 2016 \$	At 31 March 2017 \$		
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Foreign Dividends Received or Reinvested During the year:	Provide Details:		
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Any Other Worldwide Income:	Provide Details:		
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C. WORKING FOR FAMILIES TAX CREDITS	NB. Thresholds for Working For Families have increased substantially If we need to apply for IRD numbers for children please supply copies of birth certificates.		
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Child Names:	Please Indicate if you have received this before. Date of Birth: _____ IRD Number: _____	Y	N
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D. REBATES	Do you wish us to complete a rebate claim for your donation and child care costs? If so, please supply receipts for all payments made and any donations for School Fees must clearly state "donation".		Y	N
E. RENTAL PROPERTY	Is the property in question owned by a Company? Please provide bank statements or a summary of transactions for the year that reconcile to the bank account movements.		Y	N
Address of Property(s) rented				
Expenses ***	Amount:	Receipt/Invoice From:	Y	N
Rental income Received (Per Property)				
Rates:				
Insurance - House				
Insurance - Contents				
Water Charges				
Security Costs				
Advertising Costs				
Phone/Mobile Connection				
Motor Vehicle Expenses				
Body Corporate Costs				
Leasehold Costs				
Legal Fees				
Management Commission/Fees				
Mortgage Interest NB. Interest only (no principal)				
Other Expenses (eg. bank fees) Please state:				
Repairs and Maintenance Please state nature of repair undertaken (e.g. Repair to Roof, polish floors, repair to plumbing)	Amount:	Reason/Nature:		
Improvements to the rental Please detail nature of the improvements (e.g., new roof, deck , bathroom or kitchen)	Amount:	Reason/Nature:		
First Year of Rental Only				
Is this the first year you have rented the property?	If yes, please provide the Solicitors Settlement statement (in full) and Government Valuation of the property.		Y	N

Do you wish us to claim depreciation on chattels? (This must be decided in the first year)		Y	N
Chattels Breakdown (e.g. Carpet \$5000, Light Fittings \$2000, Curtains \$3000 Total:	Amount:	Chattel:	

***If Summaries are not supplied, please provide us with either:

- A. Bank Statements with rental income and expenses coded on statements for the full income year or:
- B. Receipts for expenses for the income year together with a total figure for rent received. The expenses should be grouped into different categories e.g. Rates, Insurance etc.

TERMS OF ENGAGEMENT

Weston & Associates Limited will compile your financial statements, in accordance with the standards applicable to Compilation Engagements, from information provided by you. We will not audit, review or otherwise attempt to verify the accuracy or completeness of that information.

Our service will not result in the expression of an audit or any other form of assurance on the financial statements nor the fulfilling of any statutory or other audit requirement. Our services cannot be relied upon to detect any fraud or error in the organisation.

It is understood and agreed that:

- a) You will provide us with accurate and complete information necessary to compile such statements and you accept responsibility for any failure to supply us with all the relevant records and information. The responsibility for the accuracy and completeness of the assertions in the financial statements remains with you.
- b) The financial statements will be conspicuously marked as unaudited and you will attach our disclaimer (which is in a form approved by Chartered Accountants Australia & New Zealand) when distributing the financial statements to third parties.
- c) If not all of the receipts, invoices or vouchers are supplied to us we will assume that all the receipts are held by you at the time of preparing your Financial Accounts.
- d) **IMPORTANT** – If any part of this document is not completed we will assume that the required figure is nil or this question does not apply to you.

TERMS TO SERVICE

1. I/We agree to the terms above and confirm that the information supplied in this questionnaire is accurate and complete in all respects.
2. I/We hereby authorise Weston & Associates Limited to seek any additional information they may require for the purpose of preparing our financial statements and statutory requirements with the Inland Revenue Department (for all tax types), Registrar of Companies, from your Solicitor, Adviser, Employees, Bank or other Financial Institution and we hereby authorise same to supply such information.
3. I/We authorise Weston & Associates Limited to obtain and provide any information required under law, but not limited to Anti-money laundering and Terrorism Act Regulations.

If you have any questions please discuss these with us before signing this document.

Print Name:	Signature:	Date:
Business Phone:	Mobile:	Home:

