

## PERSONAL or RENTAL INCOME YEAR ENDED 31 MARCH 2018

<b>CLIENT NAME:</b>  _____  Please provide a copy of your Passport for each individual (a new requirement under anti-money laundering rules).	<b>METHOD OF CONTACT:</b> Email or Post  Please indicate your preference for <b>all</b> communication (1 only).  My current email is:			
<b>RECORDS REQUIRED</b>	Checklist at each question	Y	N	
<b>A. PERSONAL INCOME RECEIVED</b> (Other than PAYE wages and income tax details which are supplied to us directly by the IRD)	Please Supply the Following:			
Pensions or Annuities	Advice Notices (Not Superannuation)			
Interest and Dividends	Annual Interest Summaries (including details of withholding tax deducted, imputation credits and Kiwisaver Annual Summary)			
Other Incomes (e.g. Rental, Trust and Estate Income)	Full Details of income received and expenses to be claimed against income (Refer Section Below)			
<b>B. FOREIGN INCOME</b>				
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"> <li>a) Shares in a Foreign Company, Foreign Unit Trust or Managed International Portfolio.</li> <li>b) An Interest in a Life Insurance Policy issued by a Foreign Company.</li> <li>c) An Interest in a foreign superannuation scheme.</li> <li>d) You receive a pension or annuity from a foreign life insurance policy.</li> </ul>		Please enclose Investment or dividend statements.	
Value of the Foreign Investment (Opening and Closing Balances)	At 01 April 2017 \$	At 31 March 2018 \$		
Foreign dividends received or re-invested, during the year.	Provide Details:		Please enclose Investment dividend or overseas bank statements.	
Any Other Worldwide Income:	Provide Details:			
<b>C. WORKING FOR FAMILIES TAX CREDITS</b> (if not applicable, continue to question E)	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.		Y	N
Child Names:	Date of Birth	IRD Number		

<b>D. REBATES</b>	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
<b>E. DO YOU HAVE A RENTAL PROPERTY(S)?</b> If you answer <b>No</b> , continue to Signing. Otherwise, complete the following:		Y	N	
<b>F. HAVE YOU SOLD A RENTAL PROPERTY THIS YEAR?</b> Please provide both property purchase and disposal statements (Solicitors Settlement Statement). NB. Under Capital Gains Legislation property other than the family home, sold within two or five years of purchase may be liable for Capital Gains Tax.		Y	N	
<b>G. RENTAL PROPERTY</b> Ownership Name:	Is the property(s) in question, owned by a Company or Trust? 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				
<b>Income</b> Rental income Received (Per Property)		Total Amount Received:		
<b>Expenses</b>	Total Amount:	Receipt/Invoice From:	Please summarise and total receipts for each expense or provide us with coded bank statements	
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 (e.g. bank fees) Please state				



## 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:
Email:	Mobile: Text OK?	Home: