

Individual Checklist:

Personal Details:	
Name:	
Balance Date:	
Address: <i>Please include PostCode:</i>	
Business Phone:	
Home Phone:	
Mobile:	
Fax/other:	
Email:	

To: Barnes Mossman Ltd - Terms of Engagement

I hereby instruct you to prepare my Taxation Return. I undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information.

The complete terms of engagement are set out in our engagement letter previously issued to you.

I also accept that all accounts are due for payment by the 20th of the month following invoice date and that you have the right to charge interest on overdue accounts at the rate of 1.5% per month. The charging of such interest will be at your discretion. I accept that any collection costs you incur will be fully recoverable from me.

You are hereby authorised to communicate with my bankers, solicitors, finance companies and other persons or government organisations to obtain such information as you require in order to complete the above assignments. You are to represent me as my tax agent.

Signature: _____ **Date:** _____

Can we provide any assistance in, or further information about:	Yes	No
Trusts, Wills and or succession planning		
Insurance needs (both business and personal)		
Investment advice and financial planning		

- Please CAREFULLY complete ALL of the following questions and provide the relevant information.
- Record any additional or supporting comments on this checklist or attach a separate sheet if required.
- Should you require any assistance completing this form, please contact one of the Barnes Mossman team.

		Supplied	
Wages / National Superannuation / Benefits		Yes	N/A
Please provide us with the names of any organisations you have received the following from:			
• Salary and Wages			
• National Superannuation			
• ACC			
• WINZ / 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.			
Interest and Dividends		Yes	N/A
Please supply the advice slips:			
• 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			
• Dividends received, if any dividends are taken as bonus shares, also include these advice slips			
Overseas Income:		Yes	N/A
• Include overseas interest, dividends, wages received and taxation paid. NB: New Zealand residents are liable for tax on all world-wide income.			
• If Yes, please provide details of the value and quantity of the investments held at any time			
• 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.			
Other Income:		Yes	N/A
• Income Replacement Insurance Policy – provide details of premiums and claims			
• Loss Attributing Qualifying Company – if you have been allocated a share of a loss other than from a company that we are aware of, please provide details.			
Rental and Leased Property		Yes	N/A
• Please complete the separate rental questionnaire			
Donations, Housekeeping and Childcare Tax Credits:		Yes	N/A
• Do you want us to complete your rebate form? <i>Note:</i> If you file your own donations rebate, the IRD will not process it until they receive your tax return.			
• If yes, please attach receipts			
Student Loan		Yes	N/A
• Do you have a student loan?			
• If yes, please provide your latest statement from the IRD			

The rules surrounding entitlement to Working for Families Tax Credits and associated payments are complex. We appreciate that some of the information is sensitive but ask that you provide complete details so that we can calculate your entitlement as accurately as possible.

- Partner**

Full name: _____

IRD no: _____

Do we file your partners tax return? Yes / No

If not, please provide full details of their income for the year

- Children**

Full name:	IRD no:	Name of Primary Caregiver:	Does shared custody apply?	Date of Birth:	Still at school or tertiary education:	Date left home:

- Were there any changes to custody arrangements, or living arrangements during the year? Yes / No
If Yes, please provide details:

- Parental Tax Credit**

If you had a child born during the year, you may be eligible for the parental Tax Credit. The child will need to have an IRD number in order to claim any entitlement. We can do this for you if requested.

- o IRD number is supplied above, or;
- o Please apply for IRD number

If Yes, we will require a *copy of the child's birth certificate*)

Yes
Yes

No
No

- Hours Worked**

The hours you and your partner worked will have an impact on your overall entitlement. Please advise:

	Main Caregiver:	Spouse:
Average hours worked in a week: (normal week is 40 hours)		
Weeks worked in the year: (includes any paid leave . Normally would be 52)		
Dates when you were not in paid employment:		

- Credits Already Received:**

If you have received any Working for Families Tax Credits during the year, please supply the certificate issued to you by the IRD, detailing the amounts

Yes

N/A

- Child Support or Maintenance Payments**

Please provide details of any child support or maintenance payments made or received during the year

Yes

N/A