

## 2021 INDIVIDUAL INFORMATION QUESTIONNAIRE

### Terms of Engagement and Information Declaration

Please amend any information recorded below that is incorrect and sign the below declaration.

Name:

Salutation :

Street Address:

Postal Address:

Date of Birth :

Place of Birth :

E-Mail Address :

IRD Number :

Business Phone :

Home Phone :

Fax :

Mobile Number:

Nature of Business:

This document outlines our firm's involvement as your accountants with your financial statements (if required) and Tax Return (the Documents) for the year ended 31 March 2021. Chartered Accountants Australia and New Zealand has recommended these be documented and as a result we are required to retain a signed copy of this document on file.

You instruct Greenlion Limited to prepare your Documents for the year ended 31 March 2021. You undertake to supply all information necessary for this engagement and to be responsible for the accuracy and completeness of such information. You accept that we are able to assume that any uncompleted sections of the questionnaire are not relevant or applicable to this engagement. Our services are not intended to, and accordingly will not result in the expression of an opinion on the tax return in so far as third parties are concerned.

We will compile the Documents in accordance with the Compilation Engagement Standards SES-2 issued by Chartered Accountants Australia and New Zealand.

By signing and accepting these terms of engagement effective 31 March 2021 it is understood and agreed that our standard terms of engagement will apply, this is available on our web site at <https://www.greenlion.co.nz/ToE> , and the questionnaire at <https://www.greenlion.co.nz/ToE> - a soft or hard copy of these are available on request.

If you have any questions about the contents of this document, please contact a Director of our firm. If the services outlined are in accordance with your requirements and our standard terms are acceptable to you, please sign this letter below and return this to our offices together with all relevant information as soon as possible.

I the undersigned accept and agree to the contents of the most recent Terms of Engagement document with Greenlion Limited, and give authority to Greenlion Limited to act on behalf of the taxpayer named for all tax types until further notice, and to link with the IRD as your Tax Agent.

This authority can be revoked at any time by providing written or e-mail advice to Greenlion Limited.

By signing this document, you declare you have provided Greenlion Limited with all relevant documents and information in relation to the 2021 financial year, including declaring all cash, property and overseas transactions.

Please enter any further information on the back of this form.

Client Signature

Full Name

Date	
------	--

Please ensure that this form is completed in full. Check with us if you are uncertain of what type of information we require.

**You are ultimately responsible for the statements provided and for any interest and penalties charged by the IRD which result from the omission or ambiguity of information provided by you.**

**PART A - PERSONAL INCOME**

		Yes	No
1.	Did you receive income with tax deducted? If yes - have you enclosed all certificates. We can access any information that has had PAYE or WHT deducted.	<input type="checkbox"/>	<input type="checkbox"/>
2.	Have you earned any salary from a company (with no PAYE deducted) in your Capacity as a shareholder/employee? If yes, please provide full details:  Name of Company:_____ Amount: _____	<input type="checkbox"/>	<input type="checkbox"/>
3.	Did you have any New Zealand interest paid or credited to you, including any interest from partnerships and trusts If yes - have you enclosed all certificates, eg IR15s (You should have received interest statements or certificates from your financial institutions)	<input type="checkbox"/>	<input type="checkbox"/>
4.	Did you have any New Zealand dividends paid or credited to you, or did you receive shares instead of dividends If yes - have you enclosed all dividend statements	<input type="checkbox"/>	<input type="checkbox"/>
	Did you have any investments in PIEs? If yes - have you enclosed investment summary schedules for the year including details of the Prescribed Investor Rate (PIR) used.	<input type="checkbox"/>	<input type="checkbox"/>
5.	Did you receive any New Zealand estate or trust income If yes - please provide details of income received, including <ul style="list-style-type: none"> <li>▪ Name of the Trust.....</li> <li>▪ IRD no. of the Trust.....</li> <li>▪ Total trust income received.....</li> <li>▪ Tax paid by trustees.....</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Did you receive any overseas income If yes - have you enclosed details of this overseas income & tax paid on this income	<input type="checkbox"/>	<input type="checkbox"/>
7.	Did you receive any partnership income other than interest and dividends shown above	<input type="checkbox"/>	<input type="checkbox"/>

If yes - please provide details of this income, including

- Name of the Partnership.....
- IRD no. of the Partnership.....
- Total partnership income.....
- Total partnership tax credits.....

8. Did you receive

- NZ Superannuation, (exclude income-tested NZ Super already shown above)
- Veteran's Pension

If yes - have you attached all tax deduction certificates

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

9. Did you receive any rental income

If yes - please provide details of the following (if there is more than one property please show details separately in terms of each property)

Rent received details

No. of months the property was rented

No. of months the property was available for renting

Total rent received

Expenses to be claimed, including

Commission paid to real estate agencies for renting the property

Interest paid on loans/ mortgages

Insurance

Power/ light and gas

Rates/ water rates

Repairs & maintenance

Any improvements or fixed asset additions

Other expenses (please specify)

<input type="checkbox"/>	<input type="checkbox"/>
_____	_____
\$ _____	_____
_____	_____
\$ _____	_____
_____	_____
\$ _____	_____
_____	_____
\$ _____	_____
_____	_____
\$ _____	_____
_____	_____
\$ _____	_____

10. Did you buy or sell any rental properties during the year

If yes - continue with Question 9a & b

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

a. Property purchased, please provide details of the following

Full address of the property.....

.....

Copy of sale & purchase agreement

Copy of solicitors settlement statement for the property

Copy of the latest property valuation (capital or rateable value)

Copy of valuation completed by a registered property valuer/consultant (if any)

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

b. Property sold, please provide details of the following

Full address of the property.....

.....

Copy of sale & purchase agreement

Copy of solicitors settlement statement

Details of commission paid to Agency, if any

Yes

No



	Yes	No
11. Did you receive income from self-employment	<input type="checkbox"/>	<input type="checkbox"/>
If yes - have you supplied details of all deductible expenses, these include expenses you have to pay in order to earn this self-employment income. Please check with us if you are unsure what can be claimed.	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
12. Do you have a shareholding in a look through company (LTC)	<input type="checkbox"/>	<input type="checkbox"/>
If yes - please provide details of the following		
▪ Name of the LTC.....		
▪ IRD number of the LTC.....		
▪ Total amount of profit/loss .....		
	Yes	No
13. Did you receive any other type of income other than that stated above	<input type="checkbox"/>	<input type="checkbox"/>
If yes - have you supplied all the relevant information	<input type="checkbox"/>	<input type="checkbox"/>
14. Accident Compensation Corporation		
advise your ACC number _____		
Please provide copies of all invoices issued to you by ACC during the year.	Please	
	Yes	No
15. Do you have income protection insurance?	<input type="checkbox"/>	<input type="checkbox"/>
If yes - please provide a copy of the policy or invoice.		
If yes - do you pay your premiums monthly or annually?		Monthly / Annually
	Yes	No
16. Did/do you have a student loan?	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
17. Do you have any holdings in offshore entities?	<input type="checkbox"/>	<input type="checkbox"/>
These could be – bank accounts, superannuation schemes, unit trusts, life insurance policies, shares in overseas companies, loans to foreign entities, foreign credit cards.		
Note: if you have offshore investments, we will need to contact you in relation to applying the foreign investment fund (FIF) rules.		
	Yes	No
18. Donations		
Did you make a donation of \$5 or more to an approved charity	<input type="checkbox"/>	<input type="checkbox"/>
(Please note: This does not include school fees)		
If yes - have you attached all the receipts?	<input type="checkbox"/>	<input type="checkbox"/>

19. Sundry	Yes	No
Did you purchase or sell any government or local body stock or corporate bonds this year? If yes – please provide documentation.	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
Are you considered a tax resident of another country? If yes – please advise what country .....	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
Have you relocated to New Zealand during the year? If yes – please advise date of entry to NZ .....	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
Did you acquire any shares or exercise any rights or options to acquire shares under an employee share or option scheme?	<input type="checkbox"/>	<input type="checkbox"/>
Have you recently reviewed your business and personal insurances?	<input type="checkbox"/>	<input type="checkbox"/>
Have you settled a trust during the year?	<input type="checkbox"/>	<input type="checkbox"/>
Have you made any gifts during the year? If yes – please provide deeds.	<input type="checkbox"/>	<input type="checkbox"/>
Do you wish to discuss trusts?	<input type="checkbox"/>	<input type="checkbox"/>
Do you wish to discuss wealth management issues?	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
Has your income changed/or will be likely to change for the coming year? This is particularly relevant for provisional taxpayers.	<input type="checkbox"/>	<input type="checkbox"/>

20. General Comments

---



---



---



---



---

PLEASE ENSURE THAT YOU SIGN OUR TERMS OF ENGAGEMENT FORM AND RETURN IT TO US WITH YOUR RECORDS. WE ARE UNABLE TO COMMENCE WORK UNTIL WE RECEIVE A SIGNED TERMS OF ENGAGEMENT FROM YOU.

**THANK YOU FOR COMPLETING THIS FORM**