

Client Personal Taxation Questionnaire for the year ended 31 March 2025	
Client Name	
IRD Number	
Postal Address	
Business Telephone	Mobile
Email	

Terms of Engagement

Ross Pauling & Partners Limited values you as a client of our firm and we are pleased to confirm our understanding of the terms of our engagement and the nature and extent of the services we will provide to you which will remain in force until varied by us in writing to you, or until cancelled by either of us by notice in writing to the other.

We will compile your taxation return and supporting schedules in accordance with *SES-2 Compilation of Financial Information* of the Chartered Accountants Australia and New Zealand based on information provided to us which will not be subject to an audit or a review engagement. Accordingly neither we nor any of our employees will accept any responsibility for the reliability, accuracy or completeness of the compiled information. Nor will we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on the compiled financial information.

The engagement of our firm for the compilation of taxation returns and supporting schedules cannot be relied upon to prevent or detect fraud or error.

Under this Terms of Engagement you authorise our firm to act as your tax agent with the Inland Revenue Department on matters relating to all tax types. This includes authority to discuss and make enquiries either verbally or in writing with Inland Revenue and to access information via telephone, info express fax, or online services provided by Inland Revenue. You also authorise our firm to seek information we require for the performance of our assignments from your solicitors, bankers, finance companies, and any other relevant persons.

The conduct of our engagement will be in accordance with the Professional Standards, Rules, and Code of Ethics of the Chartered Accountants Australia and New Zealand. Information obtained in the course of our engagement is subject to confidentiality requirements in addition to our obligations under the Privacy Act 1993. The Firm will not disclose that information to other parties without the Client's express consent, except as required by law or professional obligations.

We will base our fees on the time spent on business matters for you and the value of the services provided. In determining a fee we will take into account the skill and knowledge required for the professional services provided.

Fees are due for payment on the 20th day of the month following the month in which they are invoiced.

We will store records that we hold on your behalf for a period of seven years after the appropriate balance date. At the end of that period the Firm will destroy the documents using a secure document destruction service unless you request that the documents be returned to you.

Please sign below if you are in agreement with the Terms of Engagement.

Name

Signature

Date

Please complete and return the attached questionnaire. Do not hesitate to contact us should you require any assistance.

Personal Taxation Questionnaire for the year ended 31 March 2025

1 Bank Account Details

Inland Revenue requires refunds to be direct credited to a designated bank account. Please provide details of the bank account to which Inland Revenue should credit any refund owing to you.

Name of Bank	Name of Bank Account	Bank Account Number
---------------------	-----------------------------	----------------------------

2 Personal Tax Summary / Summary of Earnings

During the year did you receive:

PAYE salary Yes No

Wages Yes No

NZ Superannuation Yes No

As your Tax Agent we obtain your Summary of Earnings details from IRD records.

Please attach a summary of your earnings if you wish us to check the IRD details. N/A Yes No

3 Interest Income from New Zealand

Did you receive any NZ sourced interest during the year? Yes No

If yes, please attach withholding tax certificates and include details below:

Interest received from	Gross interest	RWT

4 Dividends Received (excluding PIE income) from New Zealand Companies

Did you receive any NZ sources dividends during the year (including from your electricity provider)? Yes No

If yes, please attach dividend statements and detail sources below

Dividends received from	Gross	Imputation credit	RWT

5 Portfolio Investment Entities (PIEs)

Did you own any PIE investments during the year? Yes No

If yes, please attach PIE statements and advise the Prescribed Investor Rate (PIR) for each investment if it is not shown on the statements. (Individual investors who have the correct PIR do not included PIE income in their taxation returns).

6 Rental Income

Did you receive any income from rental properties? Yes No

If you had a rental property during the year, or if you rented out your family home, please provide the details per Appendix 1.

7 Income from Trusts, Partnerships, or Look Through Companies (LTCs)

Did you receive any income from the above sources during the year?

Yes No

If yes, please provide details below:

Income received from	IRD No	Gross income	Tax (if any) paid

8 Income from Managed Investment Portfolios

Did you have a managed investment portfolio during the year?

Yes No

If yes, please provide details below:

Name of Investment Portfolio Manager	Portfolio Taxation Report Attached
	Yes No
	Yes No

9 Income from Overseas

Did you have any income from overseas during the year or have any overseas financial interests?

Yes No

Inland Revenue has issued a questionnaire (attached as appendix 2) to assist with determining the types of investments and income that may be subject to NZ tax under the complex overseas income tax laws. We recommend that the questionnaire be completed and returned to us.

10 Other Income

Did you receive any other income during the year, including but not restricted to:

Royalties	Yes	No
Shareholder salary with no tax deducted	Yes	No
Employee share options exercised	Yes	No
Income from share trading	Yes	No
Profit on the sale of residential properties	Yes	No
Self-employed income	Yes	No
Covid 19 wage subsidy	Yes	No
Other	Yes	No

If yes, please provide detailed below and if you in any doubt as to whether transactions constitute taxable income please contact us.

Type of Income	Income details

11 Tax Deductible Expenses

Did you have any tax deductible expenses during the year, excluding rental expenses included in the rental expenses summary and expenses included in your Business taxation Questionnaire. These expenses may include:

- Income protection insurance Yes No
- Interest on loans used to purchase investments Yes No
- Other Yes No

If yes, please list the expenses below:

Expenses paid	\$

12 Donations

Did you make any donations during the year? Yes No

If yes, either complete the Inland Revenue rebate form or provide details below and we will complete it on your behalf, in which case please attach receipts as we are required by Inland Revenue to sight receipts for donations.

Donations to:	\$

13 Working For Families Tax Credits

We encourage clients to deal directly with Work & Income and Inland Revenue in relation to current tax credits and assistance:

- Family tax credit (FTC) - This payment depends on how much you earn, the number of dependent children you have and any shared care arrangements.
- Minimum family tax credit (MFTC) - this is a payment if your annual family income is \$35,204 or less after tax from 1 April 2024. It tops up your family's income to at least \$677 a week after tax. To get this payment you must work for salary or wages and not be self-employed. A single parent must work at least 20 hours a week. In a two-parent family, one or both parents between them, must work at least 30 hours a week.
- In-work tax credit (IWTC) - This is a payment available for families who have some income from paid work each week. Like the Family tax credit this payment depends on how much you earn. If you're receiving an income-tested benefit or a student allowance you will not be eligible for this payment.
- Best Start tax credit (BSTC) – A payment for families supporting a newborn baby.
- We refer you to the Work and Income website for information and calculators: [Working for Families \(ird.govt.nz\)](http://Working for Families (ird.govt.nz))

RENTAL SCHEDULE

If you have a rental property, we refer you to the Inland Revenue guide which can be found at [ir264-2024.pdf \(ird.govt.nz\)](https://www.ird.govt.nz/ir264-2024.pdf)

Please provide the information below **for each property**:

- Details of the beneficial owner of the property(ies)
- Period (dates) available for rental
- Please complete the table below for income and expenses:

	Address of Property 1	Address of Property 2
Income	\$	\$
Total rental income received		
Expense recoveries received (e.g. water reimbursement)		
Costs and Expenses		
Accounting fees		
Agency fees & commissions (attach annual rental summary)		
Bank fees & charges		
Body corporate fees		
Electricity		
Insurances		
Interest paid on overdraft used for rental property		
Legal fees (attach copies of invoices)		
Management fees		
Council Rates		
Water Rates		
Repairs & maintenance (attach invoices for items over \$200)		
Security		
Telephone		
Other (provide details)		
Mortgage		
Total mortgage repayments during year		
Total interest paid on mortgage		
Lump sum increases and decreases in borrowing		
Balance at year end (attach mortgage/loan statements)		
Assets purchases and disposals: (eg. new carpet, appliances)		

- If you have purchased or sold a property during the year, please provide copies of the Sale and Purchase Agreement and Settlement Statements.

Mixed Use Assets

For mixed use assets please complete the Inland Revenue calculator shown under the Other ways to do this section and provide a copy to us [Work out expenses for your mixed-use asset \(ird.govt.nz\)](https://www.ird.govt.nz/work-out-expenses-for-your-mixed-use-asset),



Overseas income questionnaire

Use this questionnaire to find out what types of overseas income your client has so you can advise them correctly about their tax responsibilities.

Assets and liabilities

Migrants or returning New Zealanders may have a wide range of foreign financial interests they need to account for in New Zealand for tax purposes. For more information see the *Tax agents' guide for migrants and returning New Zealanders (IR 1069)*.

Did you have or do you have any of the following?

• an overseas current / cheque account	Yes/No/NA
• an overseas call account / money-market account	Yes/No/NA
• an overseas fixed-term deposit	Yes/No/NA
• an overseas credit / debit card	Yes/No/NA
• an overseas mortgage / loan	Yes/No/NA
• an overseas digital wallet (eg, Paypal, Google Wallet, Apple Pay)	Yes/No/NA
• holdings in any digital currencies (eg, Bitcoin, Monero)	Yes/No/NA
• overseas bonds / notes / other financial arrangements	Yes/No/NA
• shares in a foreign company / units in a foreign unit trust or mutual fund	Yes/No/NA
• a foreign portfolio with a portfolio manager, bank, bare trustee or nominee	Yes/No/NA
• a foreign pension / provident / superannuation fund or an entitlement in a foreign pension	Yes/No/NA
• a foreign annuity	Yes/No/NA
• a foreign life insurance / assurance policy as a beneficiary or payee	Yes/No/NA
• ownership / interest in an overseas property situated outside New Zealand	Yes/No/NA
• holdings in precious metals / minerals, either physical or units (eg, gold, silver, platinum)	Yes/No/NA

Continues on next page >

Overseas income

Migrants and returning New Zealanders with overseas income from overseas pensions, foreign business, services or employment, or a foreign trust or estate may need to include this income in their income tax return. For more information see the *Tax agents' guide for migrants and returning New Zealanders (IR1069)*.

Did you receive or do you receive income from any of the following?

• overseas interest / dividends / royalties	Yes/No/NA
• transfer / withdrawal of a lump sum from a superannuation fund or life insurance	Yes/No/NA
• an overseas pension / annuity	Yes/No/NA
• overseas salary / wages / commissions	Yes/No/NA
• overseas business income / self-employment income / consultancy or contract income	Yes/No/NA
• overseas rental income	Yes/No/NA
• a distribution from an overseas trust or similar entity (whether capital or income)	Yes/No/NA
• a distribution from an overseas estate	Yes/No/NA

Entities

Migrants or returning New Zealanders may be required to disclose an interest in a foreign entity. Tax treatment for an interest in foreign entities will depend on the type of entity, tax residency and any international tax agreements. For more information see the *Tax agents' guide for migrants and returning New Zealanders (IR1069)* or go to our website www.ird.govt.nz (search keywords: investment income).

Interest in an offshore entity

Did you have or do you have an interest in any offshore entity as a director, member, founder, trustee, protector, appointer, settlor or beneficiary (vested or discretionary)?

• entities without separate legal personality eg, partnerships, joint ventures, trusts and estates	Yes/No/NA
• entities with separate legal personality eg, foundations (Stiftung), establishments (Anstalt), incorporated estates, corporations, limited partnerships and companies.	Yes/No/NA

Name:

IRD number:

Signature:

Date: / /

Find out more

Migrants and returning New Zealanders can have a wide range of overseas income and assets. For more information on the tax treatment of different income, assets and liabilities read our *Tax agents' guide for migrant and returning New Zealanders (IR1069)*, or go to the international section of our website www.ird.govt.nz/international