ANNUAL CLIENT QUESTIONNAIRE
Personal

CLIENT DETAILS

Client Name ____ IRD No ____________________

Partner Name ______________________________________ IRD No ____________________

Address ____

Contact Person ____________________________________ Mobile No _________________

Email Address _____________________________________ Phone No __________________

Money Metrics (legal company name MSL Ltd), Chartered Accountants, are hereby instructed to prepare our financial statements and taxation returns for the year ended on the above balance date.

We accept full responsibility for the accuracy and completeness of the information supplied, and any other information which may be provided. We also accept full responsibility for any failure to supply all relevant records and information to Money Metrics and its employees.

We understand that this information is to be used in the preparation of financial statements and/or taxation returns and that this work cannot be relied upon to detect error or fraud and that Money Metrics and its employees accept no liability for the accuracy and completeness of the information supplied by us.

We further understand that the financial statements and/or tax returns will be prepared at our request and for our purposes only and that Money Metrics and its employees will not be liable for any losses, claims or demands by any third party.

We authorise Money Metrics, Chartered Accountants, to communicate with our bankers, solicitors, finance companies and any other persons or organisation in order to obtain any information which may be required in order to prepare our financial statements and taxation returns.

We understand payment of account is due on the 20th of the month following invoice unless prior arrangement has been made with Money Metrics.

Name ____ Position____________________

Signed ____ Date ______________________

Please complete the questionnaire as at the balance date stated on the front page.

Email information, where possible, to info@moneymetrics.co.nz.

1. SALARY & WAGE INCOME

In most instances the Inland Revenue Department will have sent us these details and we will request that you check that all income is included in your draft income tax returns

2. INTEREST & DIVIDEND INCOME

Provide Resident Withholding Tax & Dividend Certificates

3. BUSINESS INCOME

Provide details of income received from companies, trusts, estates, partnerships or sole traders, or complete the Business Annual Client Questionnaire if we are completing these financial statements

4. OVERSEAS INCOME

Provide details of overseas interest, dividends, wages received and taxation paid

NOTE: New Zealand residents are liable for tax on their worldwide income

5. RENTAL INCOME

Complete the Rental Annual Client Questionnaire

6. OTHER INCOME

Provide details of any other income received (eg grants, royalties, etc)

7. INVESTMENTS

Provide details of any share trading, disposal of investments or term deposits, borrowings for investments or land/property transactions entered into during the year

NOTE: Such transactions need to be considered for tax purposes

8. OVERSEAS INVESTMENTS

Provide details of overseas investments (and the related income) held at any time during the year

NOTE: Income may need to be declared under the FIF (Foreign Investment Fund) rules

9. FINANCIAL ARRANGEMENTS

Provide details of investments and related income if you are an individual investor with total investments greater than $1,000,000 or investment income greater than $100,000

10. INCOME PROTECTION INSURANCE (EXPENSES)

Provide a copy of the policy and details of the premium paid

11. ACC PAYMENTS (EXPENSES)

Provide either the ACC number for this entity or invoices & payment arrangement details

12. REBATES

If you were employed or self-employed, how many weeks of the year were you employed for at least 20 hours per week?

13. DONATIONS

Provide receipts of all charitable donations

14. STUDENT LOAN

Provide your latest statement from the Inland Revenue Department

15. WORKING FOR FAMILIES TAX CREDITS (WFFTC)

Provide full names, birth dates and IRD numbers of all children in your care under the age of 18 not in full employment, or receiving benefits or student allowances, or 18 and still at school

Childs Name	Date of Birth	IRD Number	Date Left School

Please advise if you have married, separated or otherwise changed your family circumstances during the year. Provide details of maintenance payments made or received during the year.

If we do not prepare your partners tax return, please advise their taxable income

16. WFFTC – OTHER INCOME

The definition of family income for the purposes of Working for Families Tax Credits has been extended to include:

- Attributable trustee income
- PIE income
- Income of non-resident spouse
- Income equalization scheme deposits
- Attributable fringe benefits
- Passive income of children
- Tax exempt salary or wages
- Pensions & annuities
- Other payments – these include payments from any other person or entities that are used for the family's day-to-day living expenses. If the total amount is more than $5,000 for the tax year, then the total amount must be included as family income.

Provide details of any of the above if your family has received any of this type of income

Thanks! Your time and effort in completing this form is much appreciated!