Income Tax
Business Questionnaire

Year Ended 31 March 2009

Please help us to prepare your accounts with current and accurate information on time, by completing our questionnaire and submitting it to us early.

Name: 1. ______________________

Name: 2. ______________________

Client Code: 3. ______________________

Email Address:4. ______________________

Please complete the checklist, general information page and the sections relevant to you or which have changed from previous year.
For **new clients**, please fill in all the relevant sections.

Ascent Business Directions,
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PLEASE FILL IN THIS CHECKLIST TO
ENSURE YOUR QUESTIONNAIRE IS COMPLETE

				TICK 3
PART A	–	Personal Information	Page 2	☐
PART B	–	Personal Income	Page 4	☐
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NOTE: Do you require any of our other services?: Family Trust Advice, Rental Property Structuring, Business Structuring Advice?

If YES please contact our office Yes ☐

PLEASE SIGN BELOW:

I/We certify that this is a complete account of all sources of income and expenses derived during the financial year. The requirements of the substantiation provisions as they apply to expenses, deductions and claims made in the returns have been explained to us and we have all the required documents to support these expenses, deductions and claims.

We hereby declare that we have provided all necessary and relevant information regarding our income and expenses from all sources in and out of New Zealand.

We hereby authorise you to obtain any necessary information from financial institutions we use, that may be necessary to complete my/our accounts and taxation returns.

Signed ______________________ Date ______________

Signed ______________________ Date ______________

ASCENT BUSINESS DIRECTIONS

INFORMATION REQUIRED FOR COMPLETION OF YOUR INCOME TAX RETURNS

PART A - PERSONAL INFORMATION

a. Please print your IRD Number: Self ☐☐☐☐☐☐☐☐

Spouse/Partner ☐☐☐☐☐☐☐☐

b. Your full name: **Self** Mr: ☐ Mrs: ☐ Miss: ☐ Ms: ☐ Dr: ☐

First Names ______________________________

Surname or Family Name ______________________________

Spouse/Partner Mr: ☐ Mrs: ☐ Miss: ☐ Ms: ☐ Dr: ☐

First Names ______________________________

Surname or Family Name ______________________________

c. Your current postal address: ______________________________

____

d. Your home address (or write 'as above') ______________________________

____

e. Your date of birth: Self ______________________________

Spouse/Partner ______________________________

f. Your main occupation: Self ______________________________

Spouse/partner ______________________________

g. Your daytime phone number: Self ______________ Mobile ______________

Spouse/Partner ______________ Mobile ______________

h. Have either of you changed any part of your name since your last tax return? ☐ No ☐ Yes

If yes, please insert name used on previous return: Self ______________________________

Spouse/Partner ______________________________

i. Have you lodged a tax return in New Zealand before? Self ☐ No ☐ Yes

Spouse/Partner ☐ No ☐ Yes

j. Do you think this will be your last tax return in New Zealand? Self ☐ No ☐ Yes

Spouse/Partner ☐ No ☐ Yes

If yes, please advise reason ______________________________

k. How do you conduct your business:

Name of Business	Type of Business	IRD No.	Business Category (Please Circle)	Are Financial Statements/ Tax Returns to be prepared by Ascent
			Sole Trader / Partnership / Company / Trust	
			Sole Trader / Partnership / Company / Trust	
			Sole Trader / Partnership / Company / Trust	
			Sole Trader / Partnership / Company / Trust	
			Sole Trader / Partnership / Company / Trust	
			Sole Trader / Partnership / Company / Trust	

Please provide copies of last Tax Returns and Financial Statements prepared for the above (if prepared by previous accountant).

l. Do you require Ascent to prepare your Personal Income Tax Returns? Self ☐ No ☐ Yes

Spouse/Partner ☐ No ☐ Yes

NEW CLIENTS - Please supply a copy of your previous income tax returns and financial statements.

m. Previous Accountant details (if first year with Ascent)

Name: ______________________________

Address: ______________________________

____

Phone: ______________________________

PART B - PERSONAL INCOME

1. **Did you receive wages/salary from which tax was deducted other than interest or dividends?**

Self	☐ No	☐ Yes
Spouse/Partner	☐ No	☐ Yes

If yes, please supply relevant details. (*Please note the IRD will issue a Statement of Earning to Ascent's office detailing income received from wages/salary, etc.*)

2. **Did you receive interest during the year?**

Self	☐ No	☐ Yes
Spouse/partner	☐ No	☐ Yes

If yes, please supply interest withholding tax certificate/statement.

3. **Did you receive dividends from a company during the year?**

Self	☐ No	☐ Yes
Spouse/Partner	☐ No	☐ Yes

If yes, please supply interest and imputation certificate.

4. **Did you receive income from an Estate or Trust?**

Self	☐ No	☐ Yes
Spouse/Partner	☐ No	☐ Yes

If yes, please supply a note of your share of income distributed.

5. **Did you receive income from overseas?**

Self	☐ No	☐ Yes
Spouse/Partner	☐ No	☐ Yes

If yes, please supply a note of total received in NZ dollars and amount of tax deducted at source.

6. **Did you receive income from a Partnership?**

Self	☐ No	☐ Yes
Spouse/Partner	☐ No	☐ Yes

If yes, please supply a copy of Partnership Accounts or income distribution certificate.

7. **Did you receive income or salary from a company from which no tax was deducted?**

Self	☐ No	☐ Yes
Spouse/Partner	☐ No	☐ Yes

If yes, please supply details.

8. **Did you receive income from self-employment or business?**

Self	☐ No	☐ Yes
Spouse/Partner	☐ No	☐ Yes

	Self	**Spouse/ Partner**
Type of other business, e.g. Consulting	____________________	____________________
Any other, please specify:	____________________	____________________

9. **Did you receive any other income?**

Self	☐ No	☐ Yes
Spouse/Partner	☐ No	☐ Yes

If yes, please provide details.

10. Did you receive any rental income?

Self ☐ No ☐ Yes

Spouse/Partner ☐ No ☐ Yes

If yes, please enter or write information below

Property Location: ______________________________

Date Property Purchased: ______________________________

Purchase Price: ______________________________

Date Property became available for income producing: ______________________________

Do you own this property jointly with any other person? ☐ No ☐ Yes

If yes – What percentage do you and spouse/partner own? ______ %

– Other partner(s)? ______ %

Name(s) ______________________________

Do the income and expenses shown below reflect your share only? ______________

Gross Rental Income $ __________

Less Outgoings:

Advertising	__________	
Agent's commission	__________	
Borrowing/Mortgage Expenses, e.g. Fees	__________	
Insurance	__________	
Interest – Mortgage (*please provide loan statements)	__________	
Rates	__________	
Lease Preparation Expenses	__________	
Repairs and Maintenance	__________	
Servicing expenses (cleaning etc)	__________	
Telephone/Stamps/Stationery	__________	
Travel (collection of rent, maintenance etc)	__________	
Other, please specify	__________	
Sub Total:	$ __________	
Total Deductions		$ __________
NET RENTAL INCOME/(LOSS)		$ __________

Property Valuation Details (If previously supplied, details are not required):

Land	$ __________	
Improvement (House)	$ __________	(Please provide rates notice or valuation.)
*Chattels (Furniture, Fittings & Whiteware) (please provide list, including values of each item)	$ __________	
Capital (Total Value)	$ __________	

***DEPRECIATION**

It is essential that investors take steps to value chattels at the time the property is purchased. If possible, it is advisable to include the valuation as an appendix to the agreement for sale and purchase, because once it is agreed with the vendor, it is difficult for the Inland Revenue Department to challenge. Your depreciation claim will be increased significantly by providing a full and fair chattel valuation.

Part C - Deductions

10. Do you have any carry-forward losses from previous years? Self ☐ No ☐ Yes

Spouse/Partner ☐ No ☐ Yes

If yes, please provide IRD Loss Statement.

11. Do you have any expenses you can claim as deductions against dividend and interest income?

Self ☐ No ☐ Yes

Spouse/Partner ☐ No ☐ Yes

If yes, please insert information below.

Self

Who did you pay?	What for?	Amount

Partner/Spouse

Who did you pay?	What for?	Amount

12. Do you have any expenses you can offset against income for which Withholding Tax has been deducted? Self ☐ No ☐ Yes

Spouse/Partner ☐ No ☐ Yes

If yes, please provide details/list of expenses to offset against income.

13. Low Income Rebate (ie: taxable income under $9,880.00) and ACC classification:

a) Please supply the number of weeks you worked for 20 or more hours a week.

Number of Weeks: ____________

b) Please supply the number of weeks you worked for 30 or more hours a week.

Number of Weeks: ____________

Part D - Rebates

*Please note: Ascent's fee for completion of your rebate return is $45.00 plus GST.

14. Did you make a charitable donation of $5 or more and would you like Ascent to complete your rebate return? Self ☐ No ☐ Yes

Spouse/Partner ☐ No ☐ Yes

If yes, please supply receipts and bank account details of the account you would like your rebate direct credited to, by the IRD.

Acc. No. ____________

Acc. Name ____________

16. Did you pay for child care or a housekeeper while you worked?

If either of the situations below apply to you, you can claim this rebate. You cannot claim this rebate if you live in a communal home, such as a rest home or hospice.

Do either of these two situations apply to you?

- You paid someone to care for your child (or children) and you met one of these conditions:
  - you were a single parent, and your child was under 18, or your child was unable to work be cause of a disability
  - you and your partner both worked (this doesn't apply to couples who are separated)
  - you (or your partner) were disabled or physically unable to care for the child.

- You paid for a housekeeper or domestic help, and you were either:
  - married, or you (or your partner) were disabled or physically unable to do houswork, or
  - single and disabled or physically unable to do housework.

Self ☐ No ☐ Yes

If yes, please state amount paid: $ __________

Spouse/Partner ☐ No ☐ Yes

If yes, please state amount paid: $ __________

(Please note, a receipt/expense voucher is required to substantiate this claim.)

PART E - FAMILY SUPPORT

17. At any time during the year were you eligible for Family Support? ☐ No ☐ Yes
(If you are unsure, provide the following details and Ascent will calculate the entitlement amount, if any).

	Child's Name	Date of Birth	IRD No
1.	________	________	________
2.	________	________	________
3.	________	________	________
4.	________	________	________
5.	________	________	________
6.	________	________	________

Did you receive any maintenance payments from a previous spouse/partner during the year?

No ☐ Yes ☐ Amount $ __________

Did you pay any child support during the year?

No ☐ Yes ☐ Amount $ __________

Did you receive Family Support payments from the IRD during the year? Please provide copy of IRD confirmation letter.

No ☐ Yes ☐ Amount $ __________

Did your marital status change during the year (includes de facto)?

No ☐ Yes ☐ Date & details of change ______________________________

Did any child leave your care during the year?

No ☐ Yes ☐ If so, date ______________

Did any child leave school to start work?

No ☐ Yes ☐ If so, date ______________

Has a Family Assistance Registration Pack (FS1) been completed previously?

No ☐ Yes ☐ If no, Please complete an (FS1) form and lodge it with the IRD

OFFICE USE ONLY
Checked: Senior Acct
____

Part F - Business Details

1. **Business Name** ____________________________

2. **Trade Name** _______________________________

3. **Nature of Business** ____

4. **Stock on hand at year end:** $ ___________ GST Inclusive ☐ No ☐ Yes

   Value at cost, market price or replacement value.

5. **Work in progress at year end:** $ ___________ GST Inclusive ☐ No ☐ Yes

   Valued at cost of materials, labour and proportion of overhead, or work started not completed at 31 March, 2009.

6. **Accounts receivable** (money owing to your business) GST Inclusive ☐ No ☐ Yes

	Name of Person/Business Owing Money	Total
a.		
b.		
c.		
d.		
e.		
f.		
g.		
h.		

7. Accounts payable (money owed by your business):

GST Inclusive ☐ No ☐ Yes

	Name of Creditor	Expense Type	Amount
a.			
b.			
c.			
d.			
e.			
f.			
g.			
h.			

8. Details of assets sold or scrapped: (attach separate list if required)

	Asset	Date	Proceeds on Sale	Business Account or other
a.				
b.				
c.				
d.				

9. Details of assets purchased:

	Asset	Date	Cost	Business Use (%)
a.				
b.				
c.				
d.				

Please note: If assets purchased under finance eg: loan/hire purchase, attach a copy of the finance or lease agreement.

10. Please attach copies of GST Returns & working papers for the financial year ended, 31 March 2009.

11. Details of business loan and hire purchase loans acquired/repaid during the year.

Attach documentation and supply details of interest paid and the balance of the loan at 31 March 2009.

12. Do you have a dedicated home office in your home?
(If previously supplied, details are not required)

☐ No ☐ Yes

Home Office Area:

Total Home Area: ____________ sqm

Dedicated Office Area: ____________ sqm

Date Home Purchased: / /

Cost Price : $ __________

*Land: $ __________

*Improvements: $

**(from Valuation/Rates Notice)*

(Please ensure you have provided details of interest paid on your mortgage for the period 1 April 2008 to 31 March 2009, i.e. Mortgage Statements.)

13. Motor Vehicle (enclose copies of fully completed logs):

Name of owner: ____________________

Description: ________________________ Engine Capacity: ____________________

Log Book: Attached ☐ Not Completed ☐ Previously Supplied ☐

Registration No	Date Purchased	Cost Price	Date Sold	Sale Price

14. Loan Statements (please provide copies) **TICK** 3

– Motor Vehicle (hire/purchase/lease) ☐

– Home Mortgage (provide details of **interest** only) ☐

– Other ☐

15. Please attach Business Bank Statements & Deposit Account statements (eg.'25' account) for the period 1 April 2008 to 31 March 2009.

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