Income Tax

Rental Property 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,
P.O. Box 8810, Symonds St
Auckland 1150

Tel. No: (09) 302 2268
Fax: (09) 309 9328
www.ascentnz.co.nz

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	☐
PART C	–	Personal Deductions	Page 5	☐
PART D	–	Rebates	Page 5	☐
PART E	–	Family Support	Page 6	☐
PART F	–	Rental Property Details	Page 7	☐

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.

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 ______

15. 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

16. 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 - RENTAL PROPERTY DETAILS

1. **Have you bought or sold an investment property in the last months?** Yes / No
If yes, please state: address, sale price/purchase price & termination date

____ $
____ $

Whose name was it purchased in?

Whose name is the mortgage in?

2. **Please attach the Solicitor's Settlement Statement and a copy of the Sale and Purchase Agreement for any property purchased or sold.**

3. **Was any apportionment of Land, Buildings, Chattels and Fitout made at purchase / sale.**
If yes, please supply breakdown.

4. **Please provide either a Government Valuation or an independent Valuer's Report for any new properties purchased / sold in the year.**

This is to enable us to split land and buildings accurately.

5. **Have you moved back into a rental property? If so, please advise us of the date you moved back into the property.**
Date: ______________

6. a) **Have you made any capital improvements to your properties in the last year?** Yes / No

If yes, please provide full details and amount spent.

____

____

b) **Please advise us of any items on your chattel/fitout list that have been replaced or written off.**

____

____

7. **Borrowings**

a) **Please provide bank loan summaries / bank statements showing –**

i) **Balances as at 31 March 2009** **$** ______________

ii) **Interest paid during the year** **$** ______________

b) **Is your mortgage interest only?** Yes / No

c) **Have you refinanced during the year?** Yes / No

If YES, how much was the penalty (if any) that you have had to pay the bank? ______________

Bank A/C/Add to Loan

Was the penalty paid from your bank account or added to the balance of the loan?

How much was the loan processing fee (if applicable) $ ______________

8. Please supply Coded Cashbook or computer disk if you operate a dedicated property investment account.

9. If part 8 does not apply, please code your Bank Statements, using the Chart of Accounts on page 10.

10. **Travel and Inspection Log**
A round trip distance measure of travel made by you in relation to generating your rental income.

11. **Copy of last year's Financial Statements**
If you are a new client, please provide us with a copy of your 2009 Financial Statements, including a deprecation schedule.

12. **Family Trust**
If you are a new client:(a) please provide us with a copy of Trust Deed
(b) names and dates of birth of beneficiaries under 18 years

If your properties are owned by a TRUST and you have a gifting programme, please attach copies of gift statements and Deed of Forgiveness of Debt. (If you are not sure, check with your lawyer).

Lastly, thank you for giving us the opportunity to help you with your tax affairs. Our commitment to you is to do everything we can to maximise your tax benefits within the law.

ASCENT BUSINESS DIRECTIONS LIMITED

Rental Property

CHART OF ACCOUNTS

Code		Account Name	Group
3720		Rent Received	Revenue
3830		Interest Received	Revenue
3835		Sundry Income	Revenue
3840		Other Income	Revenue
5010		Accountancy	Expenses
5025		Administration Charges	Expenses
5030		Advertising	Expenses
5080		Bank Fees	Expenses
5082		Body Corporate Fees	Expenses
5155		Computer Expenses and Software	Expenses
5350		General Expenses	Expenses
5380		Hire Charges	Expenses
5400		Insurance	Expenses
5410		Interest - Mortgage	Expenses
5450		Legal Expenses	Expenses
5600		Printing, Postage & Stationery	Expenses
5630		Property Management Fees	Expenses
5650		Rates	Expenses
5670		Repairs and Maintenance	Expenses
		MOTOR VEHICLE 1	Expenses
	5841	Fuel, Oil & Maintenance	Expenses
	5842	Insurance & Registration	Expenses
	5843	Vehicle Insurance	Expenses
	5844	Hire Purchase Charges	Expenses
	5845	Interest on Motor Vehicle Loan	Expenses
5825		Valuation Fees	Expenses
7500		Investments	Current Asset
8010		Purchase of Fixed Assets	Fixed Asset
8020		Sale of Fixed Assets	Fixed Asset
9440		Mortgages	Liability
9850		Personal Funds Introduced	Capital
9870		Drawings - Private Expenses	Capital
9980		Suspense	Suspense

Please insert a four digit (4) code next to each transaction on your company bank statements or against each business transaction on your other accounts or credit card statement.

It is very important that each transaction on your business account is coded. Please check this prior to forwarding your information to Ascent.

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