

## ECOVIS KGA LIMITED

### 2017 Financial Statements Individual Questionnaire

Ensure this questionnaire is completed and included with your records that are sent to us.

**Please complete a separate questionnaire for each individual.**

Client Name			
IRD Number		Balance Date	

To: ECOVIS KGA Limited

#### Terms of Engagement

I hereby instruct you to prepare my taxation returns for the 2017 year. I undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. You are hereby authorised to communicate with my bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to carry out the above assignments.

You are to represent me as my tax agent. All income tax returns will be signed by me however you are authorised to sign any taxation return on behalf of myself or any of my associated entities.

I accept that all advice given to me is based on applicable tax legislation at the current time. If for any reason the law changes after completion of reports, ECOVIS KGA Limited will in no way be held responsible.

I will only accept tax advice given by a director and principal of the firm in writing.

#### ACC

I authorise ECOVIS KGA Limited to act as my agent for ACC levy purposes for all associated entities. This authorisation allows ECOVIS KGA Limited to query and change information on my ACC levy account(s) through ACC staff and through ACC Online Services.

**Tick if you do not wish to authorise ECOVIS KGA Limited to act as your agent for ACC levy purposes.**

I/We understand that your fees are based on the time it takes to do the work and the qualifications, experience and expertise of the people involved. I/We accept that all accounts are due for payment on the 20<sup>th</sup> of the month following invoice date and also that you have the right to charge interest on overdue accounts at the rate of 1.5% per month. The charging of such interest will be at the discretion of ECOVIS KGA Limited. I/We accept that any collection costs incurred by ECOVIS KGA Limited will be fully recoverable from me/us.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

## Appendix 1

### 1. Our responsibilities:

- 1.1. We will use our professional skills to undertake the work you require of us. This work will be performed in accordance with Service Engagement Standard No.2 Compilation of Financial Information issued Chartered Accountants Australia and New Zealand (CAANZ).
- 1.2. Where generally accepted accounting practice reporting does not apply, financial statements will be prepared in accordance with the applicable legislation. For most "non-large" companies and partnerships, together with trusts, sole traders and other entities (excluding registered charities) where the format of financial statements is not dictated by legislation, we will prepare special purpose annual financial statements according to the principles contained in the Tax Administration (Financial Statements) Order 2014. Periodic accounts for management purposes are not governed by legislation and will be prepared on the basis requested by management.
- 1.3. The general basis of accounting used to compile the financial statements will be described in the notes to the financial statements together with any significant departures from that basis. Significant departures will also be referred to in our compilation report (see 1.7 below).
- 1.4. We will inform you of any suspicions of omissions or irregularities that come to our notice through the course of our engagement but this is not our primary function or responsibility.
- 1.5. We will provide a compilation report on all annual financial statements that include a balance sheet. An example of a typical report can be provided to you on request.
- 1.6. We retain legal ownership of working papers prepared by us.
- 1.7. We will not conduct an audit, review or any other independent verification work.
- 1.8. Consequently we will not express any kind of opinion on the accuracy of the material we compile or its suitability for any purpose.
- 1.9. We will not necessarily establish or maintain independence. It is not a professional requirement to be independent before carrying out compilation work of this nature. However, any other relationship will be described in our compilation report.
- 1.10. We will not accept liability in negligence or for any other reason to anyone but you and your enterprises listed at the head of the main letter. A disclaimer to this effect will be included in our compilation report.
- 1.11. We will explain or redraft any element of these terms to ensure that you understand them and think they are reasonable.

### 2. Your responsibilities

- 2.1. You remain responsible for the reliability, accuracy and completeness of the financial information compiled, including tax returns. You will delegate certain tasks to us from time to time and those will be tabled separately. We are responsible for carrying out those tasks in a professional manner. You cannot abrogate the ultimate responsibility for ensuring that the financial information is compiled properly.
- 2.2. You will inform us if the information we compile is intended to be disclosed to any person or body and how they are expected to use it. This does not apply to the Inland Revenue Department.
- 2.3. You confirm that we have authority to communicate with and obtain information from any third party if the information sought is relevant to our work.
- 2.4. You agree that CAANZ may have access to the records and information we hold that support our working papers. This is an essential part of CAANZ's quality assurance function. The likelihood that any particular engagement is selected is very small. All CAANZ employees and contractors are required to maintain the strictest confidentiality.
- 2.5. You will advise us if any of these terms are unclear / not what you deem to be reasonable and we will explain or redraft to ensure you are satisfied. See 1.12 above.

Information Required	✓	Comment
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<b>Residency</b>	
Have you ever lived outside of New Zealand?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, how long have you lived outside New Zealand? _____	
When did you arrive in New Zealand and become a resident? _____	
If you believe you are not a new Zealand resident for tax purposes, please explain why:  _____	
<i>Transitional resident rules may apply in your favour if you have arrived here after 31 March 2006. Investments in life insurance policies, superannuation schemes, accrued superannuation entitlements, annuities and pensions can be subject to tax but may be exempt. You will need to give us details if you have any of these.</i>	

<b>Wages / National Superannuation / Benefits</b>	
Please provide us with the earning certificate/details of any organisations you have received the following from: <ul style="list-style-type: none"> <li>• Wages</li> <li>• ACC Payments</li> <li>• National Superannuation</li> <li>• Any other benefits</li> </ul> In most cases IRD will have sent us these details directly, however we do need to check all details have been included.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<b>Student Loan</b>	
Do you have a student loan?	<input type="checkbox"/>
If so, please provide your latest statement from IRD	

<b>Interest and Dividends (New Zealand)</b>	
Please supply all advice slips: <ul style="list-style-type: none"> <li>• Interest received – RWT Certificates</li> <li>• Dividend Statements – Dividend advice slips, including bonus shares</li> <li>• Bonus Shares – if any dividends are taken as bonus shares, also include these advice slips</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<b>Overseas</b>	
Have you received any overseas income, including overseas interest, dividends, wages received and taxation paid? <b>Note:</b> New Zealand residents are liable for tax on all world-wide income.	<input type="checkbox"/>
If Yes, please provide details of the value and quantity of the investments held at any time during the financial year. Please provide the date, value and details of any purchases, sales and income (dividends).	
Please attach all of your investments advisor's reports. This information is required so we can calculate if any income needs to be declared under the FIF (Foreign Investment Fund) rules.	
Do you have rights in a Foreign Superannuation or Life Insurance Policy? If yes, please provide full details.	<input type="checkbox"/>
Do you or any associated person hold shares in an overseas private company? If yes, please provide us with full details.	<input type="checkbox"/>

Foreign Currency Transactions		
If you have any offshore bank accounts, provide details and copies of the bank statements covering the tax year.	<input type="checkbox"/>	
If you have entered into any forward exchange contracts, please provide a schedule of all contracts outstanding at balance date.	<input type="checkbox"/>	

Other Income		
Please provide details of income received from:		
<ul style="list-style-type: none"> <li>• Partnerships</li> <li>• Property dealing</li> <li>• Share market dealing</li> <li>• Income distributions from an estate</li> <li>• Income distributed from a trust</li> <li>• Royalty income</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Any other income received not referred to above.	<input type="checkbox"/>	
Look Through Company – if you have been allocated a share of a loss other than from a company that we are aware of, please provide details.	<input type="checkbox"/>	
Income Replacement or Protection Insurance Policy – provide details of premiums and claims.	<input type="checkbox"/>	
Income from Financial Arrangements	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Provide full details of all financial arrangements entered into, e.g. forward exchange contracts, dealings on futures markets, commercial bills, capital notes, government stock and corporate or local body bonds.</li> </ul>		
Expenses	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Provide details of all costs incurred to derive the above income, e.g. income protection insurance, ACC levies, interest paid, etc.</li> </ul>		

Home Office Expenses		
Is part of your home set aside principally for use as an office/workshop/storage area?	<input type="checkbox"/>	Yes
If yes, please provide the following details:	<input type="checkbox"/>	No
Business		M <sup>2</sup>
Total		M <sup>2</sup>
Power	\$	
Insurance (Building & Contents)	\$	
Interest (House Mortgage)	\$	
Rates	\$	
Repairs & Maintenance	\$	
Other	\$	
<b>Total</b>	<b>\$</b>	

Rental or Investment Property
If you have a rental or investment property, please complete the attached Rental Questionnaire.

**Residential Land Withholding Tax**

Have you sold residential property in New Zealand where Residential Land Withholding Tax has been deducted and paid to the IRD? If so, provide details e.g. IR1100 Residential land withholding tax return and other sale and purchase documents.	<input type="checkbox"/>	
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**Donations**

Do you want us to complete your rebate form?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, please provide receipts.	

**Working for Families Tax Credits and Parental Tax Credit**

Please supply full names and birth dates of all children. Please note the following: <ul style="list-style-type: none"> <li>• If you had a child born within the current financial year you may be eligible for the Parental Tax Credit. Please include their IRD Number below. If you do not have this you will need to obtain one for them in order to claim any entitlement for them.</li> <li>• Where a child has become financially independent during the current financial year, please advise the date they left school or home.</li> </ul>	<input type="checkbox"/>	
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<u>Child's Name</u>	<u>IRD No.</u>	<u>Date of Birth</u>	<u>Date left school/home</u>

If you have received Working for Families Tax Credits during the year, please supply the certificate issued to you by IRD, detailing the amounts.	<input type="checkbox"/>	
Also provide details of any child support or maintenance payments made or received.	<input type="checkbox"/>	
If we do not prepare your spouse or partner's taxation return, please provide us with details of their income.	<input type="checkbox"/>	
Have there been any changes to your family circumstances, including a change in responsibility for your dependent child(ren), you have married, separated or otherwise changed your family circumstances? If so, please provide details.	<input type="checkbox"/>	
Do you share custody of your child(ren) with anyone other than your partner? If so, please provide details.	<input type="checkbox"/>	
Did you work on average less than 20 hours per week if single or did you and your spouse / partner combined work less than 30 hours per week? If so, please provide details.	<input type="checkbox"/>	

**Additional Income Information – Work for Families Tax Credits**

For the year starting 1 April 2011 the definition of family income for Working for Families Tax Credits has been extended. You are now required to supply details of income received from the following sources.

**Attributable trustee income**

- Attributable trustee income is all income for the year of a trust that hasn't been distributed as beneficiary income. Trustee income will be attributed only to settlors of a trust. The settlors are individuals who establish or contribute funds to the trust.

**Attributable fringe benefits**

- If you receive fringe benefits and you or your associates (e.g. the family trust) are shareholder-employees of the company you work for and you or your associates hold voting interests of 50% or more then you need to include the fringe benefits in your family income. The value of the fringe benefit is the tax-inclusive value of the benefit.

**PIE income**

- This includes an amount of income attributed by a portfolio investment entity (PIE) to the principal caregiver or their spouse or partner, except if the PIE is a superannuation fund or a retirement savings scheme (e.g. KiwiSaver).

**Passive income of children**

- This includes all passive income such as interest, rents or beneficiary income, received by a dependant child above a threshold of \$500 per year, per child.

**Income of non-resident spouse**

- If your spouse or partner, who is not a tax resident, is earning an income overseas, from 1 April 2011 you will need to include their worldwide income as part of your family income.

**Tax exempt salary or wages**

- This includes salary and wages that are exempt from income tax under specific international agreements in New Zealand. (e.g. employees of international organisations such as the United Nations or the Organisation for Economic Co-operation and Development (OECD)).

**Pensions and annuities**

- This includes 50% of the amount of pension or annuity payments from life insurance policies or a superannuation fund, (excluding NZ Super).

**Other payments**

- These are 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.

**Income equalisation scheme deposits (excludes 'adverse event' deposits)**

- This includes any deposits made by you, a company controlled by you or your trust or your trust to an agricultural, fishing or forestry business income equalisation scheme account at Inland Revenue.



**Mixed Use Holiday Home**

Do you have a property (such as a holiday home or a bach) that is used privately and also to derive income?  Yes  
 Details of property:  No

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Was the property empty for 62 days or more in the income year?  Yes  
 If yes, please complete the following section so we can determine the amount of allowable deductions.  No

The number of days the property was empty during the income year: \_\_\_\_\_

The number of days the property was used by family or associated persons\* during the income year: \_\_\_\_\_

OR

Where income from any person received was less than 80% of market rate: \_\_\_\_\_

\*Associated persons include close relatives, or if owned by an entity, persons associated with the entity owning the property

Please provide the following information for each tenant that used the property during the year:

Name of tenant: \_\_\_\_\_  
 Relationship to owner (if any): \_\_\_\_\_  
 Amount of rent they paid: \_\_\_\_\_  
 Dates rented (From:To): \_\_\_\_\_

If there is more than one tenant who used the property through the year, please attach details.

Expenses incurred in respect of the property (the list below is not exhaustive – details of all expenses will be required):

Cost of advertising for tenants	\$ _____
Cost of repairing damages caused by tenants	\$ _____
Number of days spent in the property while repairing damages caused by tenants	_____
Mortgage interest	\$ _____
Rates	\$ _____
Insurance	\$ _____
Repairs/maintenance for general wear and tear	\$ _____
Other (please give details)	\$ _____



**Mixed Use Boat or Plane**

Do you have a boat or plane (with a market value of \$50,000 or greater), that is used privately and also to derive income?  Yes  
 No

If yes, please provide details:

Description: \_\_\_\_\_  
 Market Value: \_\_\_\_\_

Was the asset unused for 62 days or more in the income year?  Yes  
 If yes, please complete the following section so we can determine the amount of allowable deductions.  No

The number of days the asset was unused during the income year: \_\_\_\_\_

The number of days the asset was used by family or associated persons\* during the income year: \_\_\_\_\_

OR

Where income from any person received was less than 80% of market rate: \_\_\_\_\_

\*Associated persons include close relatives, or if owned by an entity, persons associated with the entity owning the asset

For non-associated persons where payment received is at least 80% of market value:

Number of days the asset was used: \_\_\_\_\_

Income received: \_\_\_\_\_

Expenses incurred in respect of the asset (the list below is not exhaustive – details of all expenses will be required):

Cost of advertising and hireage	\$ _____
Cost of repairing damages caused by hireage	\$ _____
Operating costs / supplies	\$ _____
Insurance	\$ _____
Repairs/maintenance for general wear and tear	\$ _____
Other (please give details)	\$ _____

**Thank you for completing this questionnaire**

**Please don't forget to sign the front page**