

Client Name: _____

CLIENT INFORMATION STANDARD QUESTIONNAIRE - 2020

Information required for the preparation of your tax return(s)

- This form must be completed, signed and returned to our office along with the following accounting records.
- Only complete the items that are applicable to your circumstances.

Note: Chartered Accountants Australia & New Zealand require us to have this form signed

CONTACT DETAILS

We would like to confirm we have the correct contact details for you, please enter below:-

Telephone No:	
Mobile No:	
Email Address:	
Physical Address:	
Postal Address: <i>If incorrect address show above</i>	

GENERAL



- Is there a date you require your tax return completed by? If Y please provide date: _____ **Y/N**
- Would you like a draft copy of the tax return(s) before it is finalised? **Y/N**
- Would you like more than one copy of the tax return? If Y, how many? _____ **Y/N**

1. PERSONAL INCOME



- Please provide details of personal income received / expenses paid:
- Interest received, please obtain interest RWT deduction certificates, (IR15 forms), from your various financial institutions. Including PIE statements if applicable
- Dividends received and overseas income. Should you have any investments in Foreign Investment Funds, please provide full details). Statement from investment broker if available.

NOTE – Dividend certificates must be provided

- Receipts for donations to churches or charitable organisations. Note that each receipt must be \$5.00 or more. Also note that school fees are not deductible, however if the payment is made in the form of a donation it is deductible.
- Personal Insurances – Income protection, please provide details
- Rental Income and Expenditure. Please provide rental statements, or bank statements confirming income. Please also provide expenses, including receipts for spend during the year.

2. GOODS AND SERVICES TAX, FRINGE BENEFIT TAX, RWT , ACC



- Please provide us with copies of GST Returns, FBT Returns, RWT Reconciliation and supporting working papers, plus all ACC invoices (if applicable)

3. ASSETS PURCHASED / LEASED

- Did you purchase or lease any assets valued over \$500 plus GST during the year?
- If **Y**, please enclose hire purchase agreements, lease agreements, and purchase/tax invoices, sale and purchase agreements and solicitor settlement statements **Y/N**

Date	Description	From Whom Purchased	Cost (gst inc)	Trade Ins

4. ASSETS SOLD DURING THE YEAR



- Please provide details of all assets sold / written off during the year (include assets traded in).
- Please review last years fixed assets schedule and note any assets that you no longer have, or are obsolete.
- Please also note any assets not included that you think should be there.

Date	Description	To Whom Sold	Cost	Trade Ins

5. MORTGAGES AND LOANS



- Please provide annual summary from your bank / financier of all loans held during the year OR all loan statements for the year.
- Please advise the security details, interest details and term of all existing / new loans.

6. INVESTMENTS



- Please supply full details of all interest received by you from within and outside New Zealand (include advice notices and statements)
- Please provide full details of any investments sold or purchased during the year
- Please provide loan details, if you raised a loan to purchase investment
- Please supply dividend advice notices for all dividends received from New Zealand and overseas companies. These should also include advice notices where shares have been received in lieu of dividends as well as bonus issue details
- Please supply full details of any Portfolio Investment Entity (PIE) Income. Include advice notices and statements
- Please supply full details of any Foreign Investment Fund (FIF) Income, Include advice notices and statements

NOTE: It is important that we see the actual advice notices so that we can ensure the correct tax credits are claimed in your return.

7. BUSINESS MOTOR VEHICLE(S) – PRIVATE USE



(This section is not applicable to companies, where vehicles are subject to Fringe Benefit Tax)

- Your claim for motor vehicle running costs is limited to business use ascertained from either a daily log book or a percentage established by a daily log over a typical 3 month period
- With a daily log please provide:

Business kms for year	_____	<input type="checkbox"/>
Total kms for year	_____	
- When did you last update your logbook? (These have a three-year life) _____
- If percentage basis please provide:

Business kms for year	_____	<input type="checkbox"/>
Percentage claimed	_____	

_____ %
- Do you own more than one vehicle and if so are the expenses relating to your private vehicle charged to the business account? **Y/N**

8. USE OF PRIVATE DWELLING FOR BUSINESS PURPOSES



This may be the use of an area as an office or storage room, etc

Please supply the following details:

- Expenditure incurred on dwelling: (if paid from business account these should be clearly identified)

Rates	\$ _____	Insurance	\$ _____
Interest on Mortgage	\$ _____	Repairs	\$ _____
Electricity & Heating	\$ _____	Telephone Line Rental	\$ _____
Business Toll Calls	\$ _____	Other	\$ _____

Purchase price of property	\$ _____	Total Area of Home	_____ m ²
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Rateable Value of Land	\$ _____	Area used of Business	_____ m ²
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Rateable Capital Value*	\$ _____	Type of Construction	_____
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*Formerly known as Government Valuation

Brick / Wood / Concrete etc

9. WORKING FOR FAMILIES (Formerly Family Assistance)

- Complete the following details if you are looking after any children who were 18 years old or younger. (note that children who left school do not qualify for Working for Families from the day after they left)

Name of Child	Date of Birth	IRD No	Date left school if applicable

- Did you receive Working for Families during the year? If Y, how much did you receive? **Y/N**
\$ _____
- Have you had a change in Marital Status (including defacto) ? **Y/N**
- Has there been a change in custody arrangements? **Y/N**
- In Work Payment** – you may be entitled to an In Work Payment depending on the weekly hours of work per individual / family and source of income, please provide hours of work

10. PARENTAL TAX CREDITS



- Have you had a new child during the year? **Y/N**
- If Y have you received Paid Parental Leave? **Y/N**
- You also may be entitled to a "Parental Tax Credit".

You will need to apply for an IRD number for the child. If you wish to do this, please visit the IRD website and print a IR595 application form.

11. PROPERTY SALES / BRIGHT LINE TEST

✓
Y/N

- If you have sold a property that was purchased after 1 October 2015 during the year then you may be taxed under the Bright Line Test.
- Please provide details of property sales and the declarations your lawyer may have completed with the property sale.
Your main personal home would be excluded unless you have already used the exclusion twice in the last two years or you are property dealer / trader

Property Address	Purchased Date	Sold Date

12. AUTHORISATIONS

If you have any questions, please discuss these with us before signing this 2020 Questionnaire.

1. We hereby authorise **Ashton Wheelans Limited** to seek any additional information they may require for the purpose of preparing our financial statements and statutory requirements. This includes information from the Inland Revenue Department, Companies Office, Solicitor, Employees, Bank or other financial institutions and we hereby authorise our Solicitor, Employees, Bank or other financial institutions to supply such information.
2. We confirm for the purposes of the Privacy Act 1993 that the information contained in this questionnaire has been provided to **Ashton Wheelans Limited** to enable them to fully advise and assist us in the management of our financial affairs and authorise **Ashton Wheelans Limited** to utilise that information for that purpose in such manner as they may consider appropriate including, by way of example and not limitation, the preparation and completion of annual accounts and income tax returns, the provision of information to our banks, Solicitors or other advisors.
3. We confirm that **Ashton Wheelans Limited** will provide assistance in meeting tax obligations, including advice on payments and / or reminder letters for taxes due. However, the responsibility for paying the correct tax on time rests with the taxpayer, not **Ashton Wheelans Limited** as agents.
4. We authorise **Ashton Wheelans Limited** to act as our agent for ACC levy purposes for all associated entities. This authorisation allows **Ashton Wheelans Limited** to query and change information on our ACC levy account(s) through ACC staff, and through ACC online services.
5. We authorise **Ashton Wheelans Limited** to be our Inland Revenue Tax Agent for all tax types and communication with the Inland Revenue Department on our behalf.

Full Name

Signature

Date

Full Name

Signature

Date

Ashton Wheelans Limited
Terms and Conditions of Business

1. Introduction

AW (AW includes its partners, employees and related entities) has set out in this document our basic terms and conditions of business (the "Terms"), which, together with our Engagement Letter (together called "this Agreement"), will apply to all work AW undertakes for you with respect to this engagement. If there is any conflict between these Terms and our Engagement Letter, then the Engagement Letter shall prevail.

2. Our services

AW will provide the services set out in our Engagement Letter (the "Services") and will use all reasonable commercial efforts to provide the Services in an efficient and timely manner, using the necessary skill and expertise to an appropriate professional standard

3. Conflict of interest (AUDIT ONLY)

Except as disclosed in the Engagement Letter or Audit Proposal, AW is not aware of any conflict of interest, which would affect our ability to provide the Services to you. We will advise you if we become aware of any potential conflict of interest, and we will work with you to find a suitable solution.

4. Your obligations

- 4.1 You agree to pay for the Services in accordance with this Agreement.
- 4.2 You will provide AW promptly with such information reasonably required for the proper performance of the Services, including access to appropriate members of your staff, records, information technology, systems and premises.
- 4.3 AW shall be entitled to rely upon the accuracy of all information provided by you, or by others on your behalf, without independently verifying it.
- 4.4 You shall be responsible for the use of, or reliance on, advice or recommendations supplied by us in the delivery of our Services.
- 4.5 You undertake that if anything occurs after information is provided by you to AW, to render such information untrue, unfair or misleading, you will promptly notify AW, and, if required by AW, take all necessary steps to correct any communication or document issued which contains, refers to or is based upon such information.
- 4.6 You acknowledge that information made available by you, or by others on your behalf, to or which is otherwise known by, partners or staff or AW who are not engaged in the provision of the Services shall not be deemed to have been made available to the individuals within AW who are engaged in the provision of the Services.
- 4.7 You undertake to attach our disclaimer when distributing the financial statements and budgets/cashflow forecasts (or parts thereof) to third parties.

5. Confidentiality and Disclosure

The conduct of this engagement is in accordance with the professional standards, rules and ethical requirements of the New Zealand Institute of Chartered Accountants. Information we obtain in the course of this engagement is subject to confidentiality requirements, in addition to our obligations under the Privacy Act 1993. We will not disclose that information to other parties, without your express consent, except as required by law or professional obligations. Both parties acknowledge that they may, in the course of the engagement acquire information that is proprietary or confidential to the other party.

Both parties agree to hold such information in strict confidence, and not to divulge such information except as required by law or judicial process, or to any persons or bodies responsible for regulating their businesses or internal policies.

6. Our workpapers and client documents

- 6.1 You acknowledge that the workpapers we produce in the course of our work for you, which are not an integral part of the end product of that work are the property of AW.
- 6.2 Where reasonably possible we will:
 - (a) inform you if any other person seeks access to our workpapers; and
 - (b) seek your comment before granting access to any person unless we are compelled to do otherwise at law.
- 6.3 In certain circumstances the Inland Revenue Department may require access to information and workpapers and we may not be legally able to prevent such access.
- 6.4 If we are provided with custody of any documents by you or on your behalf, including share registers or constitution documents, those documents will be retained during the course of our appointment (unless their earlier return is requested), at the end of which they will be returned to you unless separate arrangements have been made. We shall be entitled to retain copies.
- 6.5 We reserve the right to exercise a lien in respect of any unpaid fees and disbursements over any documents and files belonging to you, which may be in our possession.

7. Ownership

We shall retain ownership of the copyright and all other intellectual property rights in the product of the Services, whether oral or tangible, and ownership of our working papers. You shall acquire ownership of any end product of the Services on payment of our charges. For the purposes of delivering Services to you or other clients, AW shall be entitled to use, develop or share with each other knowledge, experience and skills of general application gained through performing the Services.

8. Staff

- 8.1 You agree that during the provision of the Services, and for a period of six months thereafter, you will not make any offer of employment to any AW partner or employee involved in the provision of the Services, without our prior written consent.
- 8.2 You agree that should you employ any AW partner or employee involved in the provision of the Services during the provision of the Services and for a period of six months thereafter, you will pay AW a fee equal to 15% of the remuneration package offered to the person concerned.

9. Benefit of advice

Ashton Wheelans Limited
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- 9.1 Unless otherwise specifically stated in the Engagement Letter, any advice or opinion relating to the Services is provided solely for your benefit and may not be disclosed in any way, including any publication on any electronic media, to any other party and is not to be relied upon by any other party.
- 9.2 During the supply of our Services, we may supply oral, draft or interim advice, reports or presentations but in such circumstances our written advice or final written report shall take precedence. No reliance should be placed by you on any oral, draft or interim advice, reports or presentations. Where you wish to rely on oral advice or an oral presentation, you shall inform us and we will provide documentary confirmation of the advice.
- 9.3 AW shall not be under any obligation in any circumstance to update any advice or report, oral or written, for events occurring after the advice or report has been issued in final form.
- 10. Problem resolution**
- 10.1 If at any time you would like to discuss with us how the Services can be improved or if you have a complaint about them, you are invited to telephone the partner or director, identified in the Engagement Letter. We will investigate any complaint promptly to resolve the difficulties.
- 10.2 If the problem cannot be resolved, the parties agree to enter into mediation, or some other form of alternative dispute resolution, before commencing legal proceedings.
- 10.3 In the event of a dispute, or where fees remain unpaid beyond the due date, we reserve the right to suspend provision of the Services until such time as the dispute is resolved or the fees are paid. Suspension of the Services will not affect your obligation to pay us for Services rendered to the date of suspension.
- 11. Health and Safety**
- We are required to comply with the provisions of the Health and Safety in Employment Act 1992 (the "Act") by taking all practical steps to ensure the health of safety of our people. AW expects its people to take responsibility to ensure their own safety and that no harm is caused to others in the workplace. However, the Act places responsibility for their safety on you when they are visitors to your site. It may be appropriate for your Health and Safety representatives to hold a safety briefing at the beginning of the assignment for those involved, regarding the hazards, provision of any appropriate equipment, awareness of accident reporting procedures and emergency procedures.
- 12. Privacy**
- 12.1 AW will comply with the Privacy Act 1993 when collecting, holding or disclosing personal and sensitive information concerning your shareholders, members, customers, employees and other individuals with whom you have dealings ("stakeholders").
- 12.2 If your stakeholders have not been made aware of the possible collection, holding, use or disclosure of their personal and sensitive information by AW as part of this engagement, you agree to inform AW so that, should this be necessary, AW may take action to raise the awareness of your stakeholders.
- 13. Circumstances beyond your or our control**
- Neither of us shall be in breach of our contractual obligations nor shall either of us incur any liability to the other if we or you are unable to comply with the Agreement as a result of any cause beyond our or your reasonable control. In the event of any such occurrence affecting one of us, that one shall be obliged as soon as reasonably practicable to notify the other, who shall have the option of suspending or terminating the operation of the Agreement on notice, taking effect immediately on delivery.
- 14. Governing law and jurisdiction**
- This Agreement and all aspects of our engagement and our performance of the Services are governed by, and construed in accordance with, the laws applicable in New Zealand. Both parties agree to irrevocably submit any disputes arising under this Agreement to exclusive jurisdiction of the Courts of New Zealand.
- 15. Variation**
- No variation of this Agreement will be valid unless confirmed in writing by authorised signatories of both parties on or after the date of signature of the Engagement Letter in question.
- 16. Statutory terms**
- Nothing in these Terms excludes, restricts or modifies the application of the provisions of any statute where to do so would contravene that statute or cause any part of these Terms to be void.
- 17. Entire agreement**
- These Terms and the Engagement Letter are the only communications governing our relationship. To the maximum extent permitted by law, AW will have no liability for any statements, representations, guarantees, conditions or warranties (collectively referred to as "representations") arising from communications (oral or written) which are not expressly contained in this Agreement and all representations to exercise reasonable care or render our Services with due care and skill which may otherwise be implied by statute, common law or custom are expressly excluded. If any representations are important to you, you should ensure that they are expressly set out in the Engagement Letter before signature.
- 18. Electronic Communication**
- Unless otherwise agreed with you, we may correspond by means of the Internet or other electronic media to provide information to you in electronic form. Because of the inherent risks associated with the electronic transmission of information on the Internet or otherwise, we cannot guarantee the security and integrity of any electronic communications or information sent or received in relation to this engagement. While it is our policy to check our e-mail correspondence and other electronic information with anti-virus software, we similarly cannot guarantee that transmissions or other electronic information will be free from infection. You acknowledge that if we are working on your premises we may need to connect to the internet through your internal network in order to access our systems.

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You may not rely on electronically transmitted advice or opinion unless it is subsequently confirmed by fax or letter signed by an authorised signatory of AW.

19. Termination

Our relationship with you involves continuing trust, confidence and co-operation. If the relationship has broken down either of us may terminate the professional relationship by notice in writing to the other. If such notice is given you will be required to pay our professional fees and disbursements for work carried out to the date of termination.

20. No Audit Undertaken (COMPILATION ONLY)

Our procedures will not include verification or validation procedures. No audit or review engagement will be performed and accordingly no assurance will be expressed as to the accuracy of information.

21. Detection of Fraud

Our engagement does not include the investigation or discovery of internal control weaknesses, error, illegal acts or other irregularities, including without limitation, fraud, or non-compliance with laws and regulations. However, we will inform you of any such matters which come to our attention during the course of our engagement.

22. No Liability

AW will prepare the financial information at your request and exclusively for your benefit. We will not accept any liability of any kind whatsoever, including liability by reason of negligence, to yourself or any other person for losses incurred as a result of placing reliance on the compiled financial information.

23. Responsibility

The preparation of GST returns, FBT returns, PAYE returns, income tax returns or any Inland Revenue return (including estimations of provisional tax) by AW on your behalf does not remove you from the onus of responsibility.

24. Indemnity

You agree to indemnify AW, its directors, employees and agents against all liabilities, claims, costs and expenses incurred, which arises out of, or are any way associated with the services provided under this contract. However, the indemnity does not apply to any loss to the extent it results from AW's negligent, wrongful or unlawful acts or omissions.

25. Retention of Records

AW retains your records for the statutory period of seven years. After this period records are destroyed. If you require retention of your records for longer than the statutory period please advise us in writing.

26. Institute Review

As members of the New Zealand Institute of Chartered Accountants, we are subject to and bound by the disciplinary procedures and rules of the Institute, and our work and files are subject to the practice review rules of the Institute under which compliance with professional standards by members is monitored. These procedures and rules require us to disclose to the Institute, its reviewers and/or its disciplinary bodies our files and work papers including client information. By allowing us to undertake this engagement, you acknowledge that, if requested, our files relating to this engagement will be made available to the Institute, its reviewers and/or its disciplinary bodies. We assure you that the same ethical standards regarding confidentiality that we adhere to apply equally to the Institute's reviewers.

27. Payment

Prior to commencing our services, unless otherwise agreed, we may (subject to job duration and complexity) require you to provide us with 20% of our estimated fee on receipt of your records, 50% progress payment while the work is carried out and 30% on completion. The progress fees will be applied against our final invoice, and any unused portion will be returned to you upon our collection of all outstanding fees and costs related to this engagement. Unless otherwise agreed in writing we will invoice you on a monthly basis and/or on the completion of an assignment and our invoices are payable on receipt. Invoices unpaid 30 days past the billing date may be subject to an interest charge of 1.5% per month.

In the event that any collection action is required to collect unpaid balances due to us, you agree to reimburse us for our costs of collection, including legal fees.

If we elect to terminate our services for non-payment, or for any other reason, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended, and to reimburse us for all out of pocket costs, through to the date of termination.

If we are required (pursuant to court order or other legal process) to produce documents or attend court in relation to the Services for judicial or administrative proceedings to which we are not a party, you shall reimburse us at standard billing rates for our professional time and expenses, including reasonable legal fees, incurred in responding to such requests.

28. Conflicts of Interest (COMPILATION ONLY)

Independence is not a requirement for a compilation engagement. If we are aware that we are not independent, this fact will be stated in our report. However we will not conduct a comprehensive review to determine whether we are not independent.