

PERSONAL INFORMATION For **all** Individuals etc whose 2015 Income Tax Returns we prepare.

Please complete my 2015 Tax Return based on the enclosed records and information supplied as detailed in this Personal Information Checklist.

Terms of Engagement

- **Records and Information** - I accept responsibility for the accuracy and completeness of the information supplied which is to be used in the compilation and preparation of my Tax Return. You are not to complete an audit, nor do I wish you to undertake a detailed review of my affairs in order to substantiate the accuracy of my information, and therefore you are unable to provide any assurance on my compilation and preparation of my Tax Return. I accept responsibility for any failure by me to supply all relevant records and information to you.

- **Fees** - I accept that Accountancy Fees charged are based upon time involved on my affairs. I accept that such fee invoices are accepted and approved unless queried in writing within 14 days of invoice. I agree to pay such invoice within 14 days and failing payment agree to pay in addition (if charged), Interest at 1.25%pm (15%pa), also debt collection and legal costs subsequently charged/incurred and agree the Privacy Act will not apply if debt collection is necessary. In the event of fees being overdue and Flavell & Chamberlain Ltd being in receipt of any taxation refund or other monies (including Trust/MDS Funds) or where signing authority is held on our bank account on my behalf, then Flavell & Chamberlain Ltd shall have my approval to deduct any overdue fees plus interest, provided that a note of the fees have been rendered to me. Where I am acting in a Trustee/Director capacity I agree that I am personally liable for the payment of the Accountancy Fees and associated charges should the Trust/Company fail to pay.

- **Information Disclosure/Authorities:-** Privacy Act & Ethical Requirements - **valid unless crossed out.**

- **Flavell & Chamberlain Ltd (IRD 111-503-664) is my Chartered Accountant and Tax Agent authorised to:**
 1. Obtain from/supply relevant information to Bankers, Lawyers, Accountants, IRD, Child Support, ACC, Creditors, Work & Income, Credit References, BankLink, Xero, etc.
 2. Obtain from/supply to Inland Revenue by any communication media:- all tax information, tax returns, financial statements, records, access all relevant tax types, update tax agency records/links, arrange tax transfers, sign tax returns (as Agent on my behalf), bank tax refunds / credits to tax agents trust account.
 3. Operate a Trust Account on my behalf within Flavell & Chamberlain's Trust Account.
 4. Pay my outstanding Fees account (if any), from the above Trust Account.
 5. Invest funds on my behalf as appropriate, receiving commission (if any).

- It is agreed that these Terms of Engagement will continue to apply in the future unless modified in writing.

Client Signature _____

Date _____

PERSONAL INFORMATION

Records and Information Required (where applicable) –

<p>1.</p>	<p>Personal Income – (Your <u>Worldwide</u> Income for NZ Tax Residents)</p> <p>a) Interest received - Attach all Interest Advices showing Interest received and RWT deducted.</p> <p>b) Dividends received - Attach all Advices including details of Shares issued in lieu.</p> <p>c) Kiwisaver Income – Attach all Advices. This <u>may</u> need to be included in your tax return.</p> <p>d) Overseas Income – Attach all Advices including Overseas Interest, Dividends, Royalties, Pensions/Annuities, transfer/withdrawal of lump sum from Foreign Superannuation Funds, Salary/Wages/Commissions, business income, rental income, distributions from and overseas Trust or Estate or similar entity.</p> <p>e) Do you have an interest in any off-shore foreign entity as Director, Member, Founder, Trustee, Protector, Appointer, Settler or Beneficiary (discretionary or vested) or other.</p> <p>f) Other income - (e.g. Shares or Property Sales) If unsure whether these are "taxable income" bring in details and we will discuss the position with you.</p> <p>g) Rents - Supply details of rents received and deductible expenditure (rates, insurance, repairs, interest etc).</p>	<p>\$</p> <p>\$</p> <p>\$</p> <p>\$</p> <p>\$</p> <p>\$</p> <p>\$</p>																
<p>2.</p>	<p>Tax Credit Claim - The Tax Credit Claim (IR526). Attach all receipts:-</p> <p>a) Donations Receipts to Charities - Church, School etc - <u>attached</u> Receipts total –</p> <ul style="list-style-type: none"> o (this year all eligible donations can be claimed up to a Maximum of 1/3 of your taxable income) 	<p>\$</p>																
<p>3.</p>	<p>Expenses-</p> <p>a) Loss of Earnings Insurance Premiums Paid or Expenses against Withholding Income etc.</p> <p>b) Interest on money borrowed to invest or Commissions Paid, etc.</p>	<p>\$</p> <p>\$</p>																
<p>4.</p>	<p>Spouse/Partner Details - (for Working for Families Tax Credit (WFFTC) calculations or Income Allocation purposes) - <u>If we don't already complete the Return</u>, we will need a copy of your Spouse's Tax Return or the following information –</p> <p>Full Name</p> <p>IRD No.....Taxable Income \$</p> <p>For WFFTC, we also need to know if you received income from the following sources: Attributable trustee income, Attributable fringe benefits, PIE income, Passive income of children, Income of non-resident spouse, Tax exempt salary or wages, Pensions and Annuities, Other payments, Income equalisation scheme deposits (excludes "adverse events" deposits)</p>																	
<p>5.</p>	<p>Dependent Children - (for Working for Families Tax Credits and In Work Payment) The "Principal Child Carer" may be entitled to Family Assistance until children leave school or reach age 19.</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Childs Name</th> <th style="text-align: center;">Date Of Birth</th> <th style="text-align: center;">Secondary School Attended/ Date Left School</th> <th style="text-align: left;">IRD No. / Birth Cert.</th> </tr> </thead> <tbody> <tr> <td>.....</td> <td style="text-align: center;">/ /</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td style="text-align: center;">/ /</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td style="text-align: center;">/ /</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Childs Name	Date Of Birth	Secondary School Attended/ Date Left School	IRD No. / Birth Cert.	/ /	/ /	/ /	
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