Individual Information Questionnaire

Nexia New Zealand

Annual Individual Questionnaire

Taxpayer Name:

Financial Year Ended:

Contact Person:

Email Address:

Phone Number:

It is a requirement of Inland Revenue that this questionnaire be completed in full, signed and dated.

The firm is mindful of providing efficient and cost-effective service. Fees are charged on a time and cost basis; therefore, a well-ordered submission of all information will enable us to complete your financial statements and tax returns in the most efficient manner.

Please complete the questionnaire in full and sign as requested. If you require assistance, please contact us on (03) 379 0829.

Nexia New Zealand

Nexia House
Level 4, 123 Victoria Street Christchurch 8013
P O Box 4160
Christchurch 8140

Telephone: (03) 379 0829
Email: office@nexiachch.co.nz
Website: nexia.co.nz

Nexia New Zealand

Annual Individual Questionnaire

Please complete the checklist below to determine which parts of the questionnaire you need to complete.

Only complete the section of the questionnaire if you answer 'yes' to the relevant question.

This is the INDIVIDUAL questionnaire. We require this questionnaire to be completed if we prepare your personal tax return. (If you are a sole trader, please also complete a business questionnaire)

		Yes	No	If 'Yes' complete
1.	Did you receive any contract income with withholding tax deducted?	☐	☐	A1
2.	Did you have investments in a managed portfolio?	☐	☐	A2
3.	Did you receive any NZ interest or dividend income? *	☐	☐	A3
4.	Did you receive any overseas income? *	☐	☐	A4
5.	Did you receive any PIE Income? *	☐	☐	A5
6.	Do you have any overseas investments, superannuation or pension? *	☐	☐	A6
7.	Did you receive any rental income and/or income from boarders?	☐	☐	A7
8.	Did you have a property, boat or plane which is used both privately and for income earning use, and is also unused for 62 days or more?	☐	☐	A8
9.	Did you receive any taxable distributions from a Trust or Estate that Nexia does not act for?	☐	☐	A9
10.	Are you a shareholder of a company that Nexia does not act for?	☐	☐	A10
11.	Are you a member of a partnership that Nexia does not act for?	☐	☐	A11
12.	Did you hold any cryptocurrency (e.g. Bitcoin) during the financial year?	☐	☐	A12
13.	Did you receive any other income not included in the above classifications?	☐	☐	A13
14.	Are the Working for Families Tax Credits (WFFTC) applicable to you?	☐	☐	A14
15.	Did you make any donations?	☐	☐	A15
16.	Did you pay income protection insurance?	☐	☐	A16
17.	Do you have a student loan?	☐	☐	

Outside of a Managed Investment Portfolio

DECLARATION

I accept responsibility for the accuracy and completeness of the information supplied in this questionnaire which is to be used in the preparation of my taxation 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 not asked to provide any assurance on my taxable income.

I understand your work cannot be relied on to detect error and fraud and that you accept no liability for the accuracy and completeness of the information supplied by me. I further understand that the tax return will be prepared at my request and for my purposes only and that you will not be liable for any losses, claims or demands by any third person.

I also accept responsibility for all other records and information supplied to you other than those listed above. I accept responsibility for any failure by me to supply all relevant records and information to you.

I …………………………………………………… hereby authorise Nexia New Zealand to obtain from any third party, any records or information required for the purpose of preparing my financial statements and income tax returns.

Signed: ....Date: ....

Nexia New Zealand

Individual Information Questionnaire

A1	Contract Income	Enclosed	N/A
	• Please provide details of any expenses which can be claimed against your contract income.		

A2	Managed Investment Portfolio	Enclosed	N/A
	• Please provide a copy of your end-of-year tax and investment reports provided by your Investment Advisor.		

A3	NZ Interest or Dividend Income	Enclosed	N/A
	• Please provide copies of all dividend statements, interest statements and RWT certificates for the year.		

A4	Overseas Income	Enclosed	N/A
	• Please provide full details of any overseas income received, including dividends, interest, and any other income received of overseas origin including details of any foreign tax credits attached to the income.		

A5	PIE Income	Enclosed	N/A
	• Please provide a copy of your annual PIE tax statements.		

A6	Overseas Investments/Superannuation/Pension	Enclosed	N/A
	Please provide the following details for any Foreign Investment Funds (FIFs) owned: • Number of shares owned at the beginning of the financial year and the market value. • Details of shares purchased and sold during the 12-month period. • Confirmation of the number of shares held at the end of the financial year and the market value. It is important to identify specific dates and the currency applicable, as the financial amounts must be translated to New Zealand Dollars.		
	• Do you have an overseas superannuation or pension fund? If yes, please supply details of provider, amount and any income received.		

A7	Rental Income/Income from Boarders	Enclosed	N/A
	Rental Income		
	• Details of rental income received		
	• Details of rental expenses incurred, including insurance, rates, repairs etc.		
	• Copies of loan statements for the full year for all loans		

A7	Rental Income/Income from Boarders	Enclosed	N/A
	• Property management statements (if applicable)	☐	☐
	• Copies of sale and purchase agreements and settlement statements if rental properties were purchased or sold, in the year.	☐	☐
	• Did you rent your property for emergency, transition, social or council housing purposes at any time during the year? If so, please provide details.	☐	☐
	Boarding Income		
	• Details of how many boarders you have, how much they pay per week, and how much they paid you this financial year.	☐	☐

A8	Mixed Use	Enclosed	N/A
	You have a mixed-use asset if, during the tax year, it is used for both private use and income-earning use, and it is also unused for 62 days or more. The rules apply to any:	☐	☐
	• Property, regardless of cost price or current value e.g. a holiday home,	☐	☐
	• Aircraft or boat which had a cost or market value of $50,000 or more when you bought it.	☐	☐
	Please note "private use" of an asset is by you, your family or associated people. It also includes when the asset is used by a non-associated person who pays you at less than 80% of the market rate.		
	If you have any of the above, please advise:		
	• Number of days income earned *(excluding any day's income earned from "private use")*	☐	☐
	• Number of days used privately	☐	☐
	• Number of days it was unused	☐	☐
	• Total income received *(where rented or hired at more than 80% of market value, by non-associated persons)*	☐	☐
	• Expenses relating to the asset for the year e.g. rates, power, insurance, fuel etc.	☐	☐

A9	Trust/Estate Distributions	Enclosed	N/A
	• Please provide a copy of the relevant Trust/Estate financial statements and taxation returns, or the details of the accountant who prepares them.	☐	☐

A10	Shareholder Information	Enclosed	N/A
	• Please provide a copy of the relevant financial statements and taxation returns, or the details of the accountant who prepares them.	☐	☐

A11	Partnership Information	Enclosed	N/A
	• Please provide a copy of the relevant financial statements and taxation returns, or the details of the accountant who prepares them.	☐	☐

A12	Cryptocurrency	Enclosed	N/A
	• Have you in the past year transferred, bought, or sold cryptocurrency/NFT's on an exchange or platform (e.g., Opensea.io, Easy Crypto)? If so, what is the value in USD?	☐	☐
	• Have you in the past year received income in cryptocurrency or provided services in exchange for ERC-20 tokens? If so, please provide a CSV export of the wallet used to receive the income (e.g., Metamask, Exodus)	☐	☐

A13	Other Income	Enclosed	N/A
	• Please provide details of any other income received.	☐	☐

A14	Working for Families Tax Credits (WFFTC)	Yes	
	• We will not calculate your WFFTCs unless you specifically request us to do so. Please tick yes if you would like us to estimate your entitlements based on the information you provide.	☐	☐

A15	Donations Rebate	Enclosed	N/A
	• Please provide copies of receipts for any charitable donations made in the financial year.	☐	☐

A16	Income Protection Insurance Premiums	Enclosed	N/A
	• Please supply a copy of the premiums paid during the 12-month period, including policy number, terms of policy etc.	☐	☐

Note: Most agreed value policies are not tax deductible

General Questions

	YES	NO
Has your address changed during the period?	☐	☐
If yes, please let us know your current address:		
Has your contact phone number changed during the period?	☐	☐
If yes, please let us know your current contact number:		
Do you require your accounts by a specific date?	☐	☐
If yes, please specify date:		

Thank you

Your time and effort in completing this questionnaire is much appreciated by the team at Nexia New Zealand