

INDIVIDUAL TAX RETURN

INFORMATION SHEET

2018

CLIENT NAME: _____

Please tick the relevant boxes and supply statements and information as applicable.

INCOME

What types of income have you received during the year?

- ☐ Wages, Salaries or With-holding income with tax deducted? *(We will confirm these details from the IRD)*

INVESTMENT INCOME

Interest and Dividend Statements for:

- ☐ Term Deposits
☐ Shares
☐ Overseas Income
☐ Other
☐ Bank Interest/RWT Certificates

Details of annual transactions for:

- ☐ Savings Accounts
☐ Investment Accounts & Term Deposits
☐ Foreign Bank Accounts
☐ Overseas Pensions

OTHER INCOME

Please attach all details/information relating to income from:

- ☐ Business
☐ Farming
☐ Rents
☐ Partnership, Trusts or Estates
☐ Other (Overseas Income)

PERSONAL REBATES

- ☐ Donation receipts
☐ Bank Account Details (if a refund is due)

WORKING FOR FAMILIES

FULL NAME OF PARTNER: _____

<u>Names of Children</u>	<u>Date of Birth</u>	<u>IRD Number</u> (if not previously advised)	<u>Date left school/care</u>
_____	/ /	_____	_____
_____	/ /	_____	_____
_____	/ /	_____	_____

Detail names and birthdates of all children for whom you or your spouse received family assistance during the year. You must provide an IRD number for all children you are claiming for.

If your child left school, or left your care, during the year please advise the relevant date.

Have you married, separated or otherwise changed your family circumstances during the year to 31 March 2016? If YES Date of Change

Yes	N/A
____/____/____	

Have you paid or received child support to/from any person during the year?

Yes	N/A
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Were you a full time wage/salary earner during the year (20 hours/week single parent or 30 hours/week for joint spouses)?

Yes	N/A
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If so, for how many weeks of the year?

Have you supplied full details of your spouses income?

Yes	N/A
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TERMS OF ENGAGEMENT

1. **Compilation** - I/We request DB Chartered Accountants Limited to compile our taxation return/s for the income year. We understand that our financial information is prepared for taxation purposes only.
2. **Records** - I/We understand that the accuracy of the taxation return/s are dependent on the accuracy of the records and information supplied by me/us. We have provided accurate and complete information to compile the financial information.
3. **Review** - I/We acknowledge that, as part of the on-going quality control of the New Zealand Institute of Chartered Accountants, files relating to assignments completed on my/our behalf may be examined on a random test basis by an official reviewer appointed by the Institute for that purpose.
4. **No Audit** - As part of the work undertaken I/we confirm that you have not completed an audit or review of the financial information. As such, the engagement cannot be relied upon to disclose internal control weaknesses, errors, illegal acts or other irregularities. I/We understand that the financial information is prepared for my/our benefit only and that if preparing financial statements you will include a disclaimer of liability to us and that you accept no liability to any third party.
5. **Payment for Services** - I/We agree that payment of invoices will be made by payment due date or by other arrangement as may be agreed. Any costs incurred in collecting outstanding payments will be added to the amount due including debt collection costs and solicitors fees. Any working papers used in relation to the engagement remain the property of DB Chartered Accountants Limited.
6. **Bank, Legal and Other Authority** - I/We authorise DB Chartered Accountants Limited to obtain from our Bank, Financial institution, lawyer, solicitor, or any other supplier or customer any details necessary to complete our financial statements and taxation returns, including (but not limited to) bank statements, details of cheques/deposits, details of interest received or paid, copies of sale & purchase agreements, settlement statements, invoices, statements or any other information required. Information can be supplied by phone, internet, fax, e-mail or any other means as requested.
7. **Accident Compensation Corporation** - I/We authorise DB Chartered Accountants Limited to act as our agent for ACC levy purposes for all associated entities. This authorisation allows the firm to query and change information on our ACC levy account(s) through ACC staff and ACC Online Services if required. This authority will also allow our main representative to delegate access to the ACC information to other members of the firm, who will also be able to query and change information on your ACC levy account.
8. **IRD Authority** - I/We authorise DB Chartered Accountants Limited to act on my/our behalf for all tax types until further notice. Authority is given to obtain information from IRD to enable tax returns to be completed. This includes obtaining information via on-line services available on IRD's website.

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Signed

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Dated

03/18