

# INDIVIDUAL TAX RETURN INFORMATION SHEET

**CLIENT NAME:** \_\_\_\_\_

**YEAR ENDED:** \_\_\_\_\_

*The annual income statement/s and tax return/s will be compiled as per the attached terms of engagement.*

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

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## **INCOME**

**What types of income have you received during the year?**

- Wages, Salaries or Withholding income with tax deducted? *(We will confirm these details from the IRD)*
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## **INVESTMENT INCOME**

- Details of Interest Received (including bank RWT certificates)
- Details of Dividends Received (including Dividend statements)
- Portfolio Investment income details
- Details of any other income (including income from related entities, crypto-currency transactions)
- Donation receipts
- Details of Overseas Income and Overseas funds held (include investment income, interest received, pensions, etc.)

### **Details of annual transactions for:**

- Savings Accounts
- Investment Accounts & Term Deposits
- Foreign Bank Accounts
- Overseas Pensions
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## **OTHER INCOME**

**Please attach all details/information relating to income from:**

- Business
- Farming
- Rents
- Partnership, Trusts or Estates
- Other (Overseas Income)
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## **PERSONAL REBATES**

- Donation receipts
- Details of Income Protection insurance
- Bank Account Details (if a refund is due)

**WORKING FOR FAMILIES – if applicable**

FULL NAME OF PARTNER: \_\_\_\_\_

| <u>Names of Children</u> | <u>Date of Birth</u> | <u>IRD Number</u><br><i>(if not previously advised)</i> | <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 financial year to 31 March? If YES Date of Change \_\_\_\_\_

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

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

If so, for how many weeks of the year? \_\_\_\_\_

Have you supplied full details of your spouses income? \_\_\_\_\_

**TERMS OF ENGAGEMENT**

- 1. Compilation** - I/We request DB Chartered Accountants Limited (DBC) to compile our taxation return/s for the income year/s until further notice. This engagement will be performed in accordance with the standards issued by Chartered Accountants Australia New Zealand (CAANZ).  
I/We will be required to review and approve the final tax returns for reasonableness and correctness and I/we need to understand the importance and risks of signing these as being true and correct statutory records.
- 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 are responsible for the maintenance of adequate records.  
I/We will provide accurate and complete information so that the financial information is compiled on a timely basis.
- 3. No Audit** - As part of the work undertaken I/we confirm that you have not completed an audit or review of the financial information. 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.
- 4. Information and Disclosure** - The conduct of this engagement is in accordance with the professional standards, rules and ethical requirements of CAANZ. Information obtained in the course of this engagement is subject to confidentiality requirements. In addition to obligations under the Privacy Act 1993, DBC will not disclose that information to other parties, without our express consent, except as required by law or professional obligations. However I/We acknowledge that, as part of the on-going quality control of CAANZ, files relating to assignments completed on my/our behalf may be examined on a random test basis by a CAANZ appointed official reviewer. DBC confirms that the same ethical standards regarding confidentiality that they adhere to apply equally to the Institute's reviewers.
- 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. If a disagreement arises between us over invoicing and the matter cannot be resolved amicably by discussion (which is the preferred option) then we both agree to use the Fees Resolution Service of CAANZ to resolve the matter. Details of this Service are available from the Institute. I/We are aware that, like all other providers of services, DBC is entitled to retain possession of our records that have been used in relation to this engagement until outstanding invoices are settled.
- 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 their 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 our ACC levy account.
- 8. IRD Authority** - I/We give authority to DB Chartered Accountants Limited to act on my/our behalf for all tax types (except child support) until further notice. Authority is given to obtain information from IRD about all tax types (except child support). This includes obtaining information through all IRD media and communication channels.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_