

CLIENT INTERVIEW AND INFORMATION QUESTIONNAIRE – 2018 PERSONAL INCOME

CLIENT NAME: _____ (Note any changes here)

Birth date _____ **City/town of birth** _____

Postal Address _____ **Home Address** _____

Email Address _____ **Phone Number** _____

Contact Names: 1 _____ 2 _____

**Enclosed
Tick Here**

1. INCOME: Please provide the following

a) Certificate of Earnings

We will obtain this information from the IRD directly.

b) Interest and Dividends

- Interest Withholding Tax Deduction Certificates (IR15) will be sent to you by your bank, or other financial institutions. We require these for joint accounts also.
- Dividend payment advice will accompany dividend cheques indicating withholding tax deductions or imputation credits.
- Income from Portfolio Investment Entities (PIE).
- Overseas Investments – details of all foreign investments and income. Note, we require all purchase and sale documentation for overseas investments.
- Kiwisaver – we require your Kiwisaver statements to ensure you are using the appropriate withholding tax rate.

c) Other Income and Expenses

- Rents received (Gross Rents & Expenses).
- Income from Partnership/Trust/Estates (not prepared by us).
- Expenses to obtain self-employed income e.g. commissions.
- Any other income.

2. REBATES: These reduce your tax liability

a) Donations

Attach all receipts for **donations** to schools, churches, charitable organisations.

--

b) Tax credits For Working Families (Formerly Family Assistance)

- Attach names of children, **birth dates** and other changes in your family during the year.
- Did you and your spouse work more than 30 hours per week between you during the year?
Yes/No If so, for how many weeks of the year?weeks

3. Student Loans

Do you have a student loan? If so, please supply details

--

4. Child Support

Did you receive/pay any Child Support during the year? If so, please supply details.

--

5. Income Protection Insurance

Please provide details

--

I confirm that there is no change in circumstances that requires an update of our Terms of Engagement. A copy of the Terms of Engagement is available on our website.

CLIENT SIGNATURE:..... DATE:.....