65 Durham St South
Sydenham
Christchurch 8023
Phone: (03) 337 0076
Freephone: 0800 628 539
Email: christchurch@matley.co.nz
Website: www.matley.co.nz

Name:	**Balance Date: 31 March 2020**

INDIVIDUAL QUESTIONNAIRE CHECKLIST

2020 FINANCIAL YEAR

Please take the time to complete this checklist as it is IMPORTANT and helps us meet the quality standards that are required of us as a member of Chartered Accountants Australia and New Zealand. Providing us with all of the records and information requested in the attached questionnaire will enable us to complete your financial accounts with the minimum of delay and cost.

AUTHORISATION and TERMS OF ENGAGEMENT

I/We hereby instruct Matley Limited to prepare my/our Financial Statements and Taxation Returns for the year/period ending 31 March 2020.

I/We accept responsibility for the accuracy and completeness of the information supplied in this questionnaire checklist, which is to be used in the preparation of my/our Financial Statements and Tax Returns. You are not to complete an audit, nor do I/we wish you to undertake a detailed review of my/our affairs in order to substantiate the accuracy of my/our information, and therefore you are unable to provide any assurance on my/our Financial Statements. I/we understand that you accept no liability for the accuracy and completeness of the information supplied by me/us. I/We understand your work cannot be relied on to detect error or fraud. I/We further understand that the Financial Statements will be prepared at my/our request and for my/our purposes only and that you will not be liable for any losses, claims or demands by any third person.

I/We also accept responsibility for all other records and information supplied to you in addition to those set out on the pages 1 to 4.

I/We accept responsibility for any failure by me/us to supply all relevant records and information to you.

This document does not limit our existing signed "Engagement Letter for Compilation Engagement".

In order to assist with the preparation of your Financial Statements and Tax Returns and pursuant to the Privacy Act 1993 I/we authorise Matley Limited to obtain all relevant information as required from my/our banks, solicitors and other third parties to complete the preparation of my/our Financial Statements and Tax Returns.

Client Name: ______________________________________ Date: __________________

Client Signature:______________________________________

Update of Personal Details

Postal Address			
Home Address			
Email Address			
Mobile Phone			
Home Phone		Work Phone	
Full Name		Full Name	
Date of Birth	___ \ ___ \ ______	Date of Birth	___ \ ___ \ ______
Your date of birth is useful, as it can help with tax planning and retirement planning issues.			
Bank details for REFUNDS from Inland Revenue Department (deposit slip preferred)			
Bank / Branch	_________ - ____________	Account #	___________________ - _______

Personal Income Checklist

Income

Did you receive any income from salaries / wages / superannuation/ ACC? Yes / No
If yes, the IRD will send us your Summary of Earnings automatically.

Rebate Information

Did you make any donations to Approved Charities for which a rebate can be claimed? Yes / No

Please list donations and provide receipts:

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Other Income

Did you receive any other income, for example from, estates or trusts, overseas pensions, Income protection insurance? Yes / No

If yes, please list and provide relevant details:

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Please initial _______

Interest / Dividend Income

Did you receive any income from interest or dividends? Yes / No

If yes, please provide interest certificates, dividend advice notices and Portfolio Statements with a full copy of the investment advisors report at 31 March 2020.

Please list all investments held including company/fund name and number of shares/units held:

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Please also list all term deposits, bonds held:

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Please note Computershare and Link Market Services offer Annual Tax Summaries. If you hold a number of shares we recommend you arrange to receive these summaries and provide them to us.

Income Protection Insurance

Did you have Income Protection Insurance? Yes / No
If yes, please attach a copy of the invoice and policy.

Rental Income

Did you receive any rental income? Yes / No
If yes, please complete the Rental Checklist for each rental property.

Your Will

Have you updated your wills within the last five years? Yes / No

Overseas Income

Did you own company shares, unit funds/trusts, life insurance policies or superannuation/pension plans with any overseas organisations? Yes / No

Did you have any funds invested overseas with Financial Advisers, Portfolio managers or similar? Yes / No

Did you own 10% or more interest (shareholding) in an overseas entity? Yes / No

If yes to any of the above, please provide full details including name of company/fund, number of share/units, amount invested, country held, income earned, any local tax deducted, and market value at 31 March 2020.

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Working For Families Tax Credits

If you or your partner started or stopped receiving Working for Families Tax Credits (WFFTC), had a change in relationship status, a child leave school or think you may be eligible please advise the following: Yes / No

For children in your care:

Child's Name	Date of Birth	Date they left school?	IRD #
______________________	___/___/___	___/___/___	#______/______/______
______________________	___/___/___	___/___/___	#______/______/______
______________________	___/___/___	___/___/___	#______/______/______
______________________	___/___/___	___/___/___	#______/______/______

Are you registered for WFFTC? Yes / No

Are there any shared custody arrangements in place? Yes / No

Average number of hours worked per week: You_________ Your partner ___________

Did you receive any of the following?

- Distributions from a family trust Yes / No
- Fringe Benefits from employment Yes / No
- Other payments or regular contributions to your day to day expenses Yes / No

Did the children in your care receive any income from rent, royalties, trusts or PIE income? Yes / No

If yes to any of the above questions, please attach full details.