

# Individual Questionnaire – Investor

## For the year ended 31<sup>st</sup> March 2023

Please ensure this questionnaire is completed and included with your records

Client Name:		Phone:
Balance Date:		Cellphone:
Email:		
Physical Address:		
Postal Address:		

To: Tax Matters Limited

You are hereby authorised to communicate with my/our bank, solicitors, finance companies and all government agencies to obtain such information as you require in order to carry out the preparation of my/our financial statements and tax returns.

I/We authorise you to act as my/our Agent for Inland Revenue Department matters, and to have access to all tax types and all tax information pertinent to the completion of my financial statements and tax returns.

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

Records Required	<input checked="" type="checkbox"/>	Comment
<b>Interest Received</b>		
An RWT Deduction Certificate (IR15) will be sent to you by your bank, or other financial institutions, indicating the amount of tax deducted from interest received. We require these for joint accounts also.	<input type="checkbox"/>	
<b>Dividends Received</b>		
A dividend payment advice will accompany dividend cheques indicating withholding tax deductions or imputation credits. <u>Note payment dates should be between 1/4/2020 and 31/3/2023</u>	<input type="checkbox"/>	
<b>Other Income &amp; Expenses – please attach</b>		
<b>Self Employed Income</b> Please complete Sole Trader Questionnaire	<input type="checkbox"/>	
<b>Rents Received</b> Please complete Rental Questionnaire	<input type="checkbox"/>	

<b>Partnerships/Trusts/Estates/Other Companies</b> Income from Partnerships/Trusts/Estates/Other Companies, where accounts are prepared by another accountant	<input type="checkbox"/>	
<b>Investment Portfolios</b> Copy of investment portfolio including fees paid.  <b>New Zealand Investments</b> Details of all New Zealand Investments  <b>Overseas Income</b> Details of all foreign investments and pensions.  <b>Income Protection Insurance</b> Please supply details of Income Protection Insurance paid during the financial year  <b>Other Expenses</b> Please supply details of any other expenses incurred e.g Accounting	<input type="checkbox"/>          <input type="checkbox"/>	
<b>Donations</b>		
Attach all receipts for donations to schools, churches, charitable organisations. Minimum donation is \$5. Note, receipts must be signed by an authorised person & show a stamp or letterhead.	<input type="checkbox"/>	\$_____
<b>Working for Families Tax Credits</b>		
Please supply full names and birth dates for all children. Note the following; <ul style="list-style-type: none"> <li>• If you had a child born within the current financial year, you may be eligible for the Parental Tax Credit, please include a copy of the child’s birth certificate <b><u>OR</u></b> their IRD number if you already have one.</li> <li>• Where a child became financially independent during the current financial year, please advise the date they left school.</li> </ul> Please provide details of any maintenance payments made or received during the year.	<input type="checkbox"/>     <input type="checkbox"/>    <input type="checkbox"/>	

<u>Childs Name</u>	<u>IRD No.</u>	<u>Date of Birth</u>	<u>Date left School</u>

<b>Other Information</b>
Details of anything else we should be aware of in relation to the preparation of your accounts

<p>We will email you a PDF copy of your accounts. If you require a printed copy, please advise.</p> <p><input type="checkbox"/> Accounts bound and posted</p>
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If you have any questions regarding this form, please do not hesitate to contact us:

Please return this slip and all necessary documents to us in person at our physical address, via post or email.

**Tax Matters Limited**

**Physical:** Unit 3/245 St Asaph Street Christchurch 8011 or

**Postal:** P O Box 13400, City East, Christchurch 8141

**Phone:** (03) 366 6115

**Fax:** (03) 366 4798

**Email:** debbie@taxmatters.net.nz

**Thank you for completing this questionnaire  
Don't forget to sign on page 1**

Can we assist you in any way, or is anything you would like to discuss:	Yes
Assistance with tax planning	<input type="checkbox"/>
Would you like Tax Matters to look after GST/RWT/Payroll returns (if not already)	<input type="checkbox"/>
Assistance with budgets / cashflow forecast	<input type="checkbox"/>
Preparation of regular financial reports (monthly, quarterly)	<input type="checkbox"/>
Regular meetings to improve business performance	<input type="checkbox"/>
Identifying your future direction with a strategic plan and a business plan	<input type="checkbox"/>
Assistance with a succession plan	<input type="checkbox"/>
Preparation of business for sale	<input type="checkbox"/>
Due diligence for purchase of a business	<input type="checkbox"/>
Any accounts receivable issues you would like assistance with resolving / collection	<input type="checkbox"/>
Funding requirements, working capital or asset finance	<input type="checkbox"/>
Any specific business problems you would like to discuss, or matters you wish to raise	<input type="checkbox"/>