

**ANNUAL QUESTIONNAIRE**  
**RENTAL 2017**

Client .....

Balance Date ...../...../.....

Telephone Number ..... Cell phone Number .....

Email .....

Physical Address.....  
(Include RAPID Number and postcode)

**Engagement of Professional Services**

Campbell & Co Chartered Accountants Limited agrees to provide the following professional services:

- Preparation of financial reports and tax returns based on information provided to us in accordance with SES-2. Our procedures do not include verification of financial information. No audit or review engagement is undertaken.
- We will report on any matters that come to our attention in the process of undertaking your work that will be of benefit to you.
- We will provide any other services as are agreed upon between us from time to time.

You agree and confirm:

- You will supply all information necessary to carry out such services and will be responsible for the accuracy and completeness of such information.
- We may obtain any further information necessary for the completion of your engagement from any third party you had dealings with during the year for the named above or other entities that you have interests in that effect the financial reports. This will normally be financial institutions and legal firms.
- To authorise Campbell & Co Chartered Accountants Limited to link to all tax types (except child support) at the Inland Revenue Department and to obtain information through all media and communication channels necessary to fulfil the agency responsibilities as our accountant and tax agent. We will not be liable for any penalties imposed by IRD as a result of incomplete records supplied to us.
- To authorise Campbell & Co Chartered Accountants Limited to access and change information through ACC Online and directly with ACC staff.

**Price and Payment**

Our fees are based on hours worked charged at rates appropriate to the work performed and the levels of expertise required, plus out of pocket expenses. If requested by you we will advise you of our estimated fee for the work to be undertaken. If our costs seem likely to exceed this figure, we will discuss the matter within a reasonable timeframe.

Our fees are payable by the 20<sup>th</sup> of the month following the invoice date. In event that it is necessary to take legal action to recover overdue accounts, all legal costs incurred by us will be incurred by you.

**Signature:** \_\_\_\_\_

**Full Name:** \_\_\_\_\_

**Date Completed:** \_\_\_\_/\_\_\_\_/\_\_\_\_

CAMPBELL & CO CHARTERED ACCOUNTANTS LIMITED  
PHONE: 03 974 9211  
WEB: [www.campbellca.co.nz](http://www.campbellca.co.nz)  
EMAIL: [admin@campbellca.co.nz](mailto:admin@campbellca.co.nz)  
P O Box 257, Kaiapoi 7644

CHECKLIST OF RECORDS TO BE SUPPLIED TO COMPLETE THE FINANCIAL STATEMENTS:	Tick if applicable
<b>Cash Book/Electronic Accounting System</b> Please supply a back-up of your electronic cashbook if you use one. Please also advise the password if applicable. You can e-mail a back-up to <a href="mailto:admin@campbellca.co.nz">admin@campbellca.co.nz</a> if you prefer.	
<b>Bank Statements</b> <ul style="list-style-type: none"> <li>For all accounts operated by the business. Statements should cover the full period plus one month after balance date. Please obtain any missing statements from your bank.</li> <li>All cheque books and deposit books.</li> <li>You can note income or withdrawal details on the bank statements, including automatic payments, if this is preferred.</li> </ul>	
<b>Savings Accounts, Term Deposits,</b> - include withholding tax certificates	
<b>GST Returns</b> (if GST Registered) Please supply your copies of <b>all GST returns and workings</b> for the year	
<b>Insurance</b> Please supply the premium summary and a copy of any invoices for insurance. If you received any insurance claim during the year please include copies of the documentation.	
<b>Interest</b> Please supply copies of your mortgage statements showing the amount of interest paid on any loans or mortgages on your rental properties.	
<b>Rates/Government Valuations</b> Please supply a copy of the Rates notice or Government Valuation notice if there has been an updated valuation issued during the year.	
<b>Solicitor's Invoices</b> (To enable analysis of legal fees) Please supply <b>all</b> invoices for legal services	
<b>Major Transactions</b> Please supply documentation and invoices relating to any major transactions such as the sale or purchase of significant assets or property. This will ensure that we treat this expenditure correctly and maximise the depreciation claim.	

PARTICULARS OF ANY CAPITAL IMPROVEMENTS OR NEW ASSETS PURCHASED			
Asset Description	Total Paid (incl. GST)	Date	Details of Any Asset Traded In
_____	_____	_____	_____
_____	_____	_____	_____
(Please supply Hire Purchase Agreements if applicable).			

**PARTICULARS OF ASSETS SOLD OR SCRAPPED DURING THE YEAR**

(You may wish to refer to last years depreciation schedule included with your financial statements)

Asset Description	Date Sold	Total Received	Tick if Scrapped
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_____	_____	_____	_____
_____	_____	_____	_____

**BUSINESS EXPENSES FROM PERSONAL FUNDS**

Please list expenses paid from personal funds relating to the rental business and/or supply invoices/details.

\_\_\_\_\_

\_\_\_\_\_

**BUSINESS MOTOR VEHICLE EXPENSES**

Do you use your car for your rental business? YES / NO

If Yes, how many kilometres have you travelled this year on behalf of the rental business? \_\_\_\_\_ kms

**LOANS AND MORTGAGES**

Have you raised or repaid any mortgages and/or loans in the financial period? If yes, please supply details/documents, including:

Mortgagee or Lender	Term
Principal Sum	Commencement Date
Security	Interest Rate

Also, please attach copies of solicitors' settlement or relevant documents.

Supply verification from the lender of existing loans owing at balance date, ie. year end loan statements.

**ACC**

Please provide details of all entities that you make payments for to ACC.

Company/Individual/Trust	ACC Number:
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_____	_____
_____	_____
_____	_____
_____	_____

**WORKING FOR FAMILIES TAX CREDITS**

If you believe you are entitled to Working for Families Tax Credits (WFFTC) please complete the back page.

**WORKING FOR FAMILY TAX CREDITS (WFFTC)**

Do you have children aged under 18 years or 18 years and attending secondary school or territory education? YES/NO

If YES, please complete the following:

Family Details;

<u>Name of Child</u>	<u>Date of Birth</u>	<u>IRD Number</u>	<u>Date Left School</u>
.....	.../.../.....	.....-.....-.....	...../...../.....
.....	.../.../.....	.....-.....-.....	...../...../.....
.....	.../.../.....	.....-.....-.....	...../...../.....
.....	.../.../.....	.....-.....-.....	...../...../.....

There has been changes to the legislation to the types of income now included in your family income when applying or receiving WFFTC. As the changes affect your WFFTC claim, we require details of all family income.

Have you received any income from any other sources that we don't administer? YES/NO

Other Trust Income	YES/NO
Other Shareholder Income	YES/NO
Interest or Dividends (including PIE Income)	YES/NO
Fringe Benefits	YES/NO
Passive income of your children	YES/NO
Any payments used for day to day living expenses	YES/NO

**PARENTAL TAX CREDITS**

You may be entitled to a Parental Tax Credit if you have had a new child. If so your new child will require an IRD number.

Have you had a baby during the previous year? YES/NO

If YES, have you applied for Parental Tax Credit? YES/NO

**WFFTC money received during the year.**

Did you receive WFFTC during the year? YES/NO

If YES, How much did you receive? \$.....

**Family Changes**

Has there been any in in your marital status (this includes defacto) during the previous year? YES/NO

Has there been a shared custody arrangement YES/NO

**Child Support**

Did you pay child support to an ex-partner? YES/NO

If Yes, How much did you pay? \$.....

Was this arrangement through IRD or Private? (Please circle) IRD / Private

Did you receive child support form an ex-partner? YES/NO

If YES, how much did you receive? \$.....

**In Work Payment**

You may be entitled to an In Work Payment depending on the weekly hours worked

In a single parent family you need to work more than 20 hours, for a two parent family you need to work more than 30 hours per week combined.

Does your family meet these requirements? YES/NO

If YES, provide number of hours worked.

Parent 1.

Parent 2.

If your spouse files his/her own tax return, we will need a copy of this return to calculate the total family income.