

Individual Questionnaire – 31st March 2026

Ensure this questionnaire is completed and included with your records

Client Name		Phone:	
Balance Date	31 March 2026	Email:	

Terms of Engagement

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for the year/period ending 2026. I/We undertake to supply all information necessary to carry out such services and will be responsible for the accuracy and completeness of such information. I/We understand that you will rely upon the information provided by me/us. Your services are not intended to and accordingly will not result in the expression by you of an opinion on the financial statements in so far as third parties are concerned, or in the fulfilling of any statutory audit requirements. I/We understand that during preparation of the Taxation Returns you will not be specifically investigating non-compliance with laws and regulations – however should anything come to light of this nature during this process you will bring that to my/our attention.

I/We understand that the Taxation Returns are prepared for my/our own use and to determine my/our taxation liabilities. If this should change in any material respect, I/We will inform you immediately.

All other terms and conditions of this engagement are the same as those referred to in the original Engagement Letter I/We signed when I/We became a client.

I/We also accept that Temperton and Associates Ltd has the right to charge interest on overdue accounts at the rate of 1.5% per month. The charging of such interest will be at the discretion of Temperton and Associates Ltd. I/We accept that any collection costs incurred by Temperton and Associates Ltd will be fully recoverable from me/us. Clients not on monthly automatic payment will be invoiced monthly and payment will be due within 7 days: no exceptions.

Temperton & Associates Limited are hereby authorised to communicate with my/our: -

- Bankers
- Solicitors
- Finance Companies
- All government agencies

As required in order to complete the engagements.

This authorisation includes access to all of our information at IRD and ACC through all their media and communication channels.

You are to represent me/us as my/our tax agent. You are therefore authorised to sign any taxation return on behalf of myself/ourselves or any of my/our associated entities

Signature _____

Date _____

Records Required	✓	Comments
Wages/National Superannuation/Benefits		
Please provide us with the names of any organisations you have received wages/salaries from, including:- ▪ Wages ▪ ACC Payments ▪ National Superannuation ▪ Any other benefits In most cases IRD will have sent us these details direct, however we do need to check all details have been included.	☐ ☐ ☐ ☐	
Interest and Dividends		
Please supply the summaries. ▪ For interest received, you should have an annual advice notice showing the withholding tax deducted ▪ For dividends received, you should receive payment advice for each dividend received.	☐ ☐	

Records Required	✓	Comments	
Rental and Leased Property			
Please fill in the rental section of the Financial Statements Questionnaire and return to us.	☐		
Partnerships, Trusts, Estates and Companies			
Please supply details of income received.	☐		
Overseas			
Include overseas interest, dividends, wages received and taxation paid. Note: New Zealand residents are liable for tax on all world-wide income.	☐		
Any Other Income			
Attach details ☐ Income Replacement Insurance Policy – provide details of premiums and claims. ☐ LTC – if you have been allocated a share of a loss other than from a company that we are aware of, please provide details	☐ ☐		
Donation Rebates			
Have you any rebates to claim? Yes ☐ No ☐ If Yes, have you sent your rebate claim form to Inland Revenue? Yes ☐ No ☐ Do you want us to complete your rebate claim form? Yes ☐ No ☐ Please send us details of your donations paid.			
Family Assistance and Parental Tax Credit			
Please supply full names and birth dates of all children. Please note the following: ☐ 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 or their IRD Number. ☐ Where a child has become financially independent during the current financial year, please advise the date they left school or home. If you have received Family Assistance during the year, please supply the certificate issued to you by IRD, detailing the amounts. Also provide details of any child support or maintenance payments made or received.	☐ ☐ ☐ ☐		
Child's Name	IRD No.	Date of Birth	Date left School
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NZ Anti-Money Laundering and Countering Financing of Terrorism Act (AML)		
New Zealand has passed legislation requiring Accounting practices to comply with NZ Anti-Money Laundering and Countering Financing of Terrorism act (AML/CFT Act) obligations. As such, we will need to obtain and verify certain information from each individual director and shareholder of your companies, Trustees of your Trusts, sole traders and partnerships to meet these legal requirements. To allow us to do this there is quite a process we must follow, but we have invested in an online system to keep the administration as quick and painless as possible. To start this process all we require is a copy of your current NZ driver's licence (both sides). From this we should be able to complete our due diligence. Have you come into the office with your driver's licence? If not, please come into the office with your driver's licence so we can complete your AML process. Note: If you do not have a current driver's licence please call the office to discuss alternative options.	☐	

Thank you for completing this questionnaire
Don't forget to sign it