2025 Individual Questionnaire

To Southey Sayer Limited

From Enter your name here

Terms of Engagement

I hereby instruct you to prepare my Taxation Returns for the year ending 31 March 2025

I undertake to supply all the information necessary to carry out such services and will be responsible for the accuracy and completeness of such information. I understand that you will rely upon the information provided by me. 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 understand that during preparation of the Taxation Returns you will not be specifically investigating non-compliance with laws and regulations – however if anything should come to light of this nature during this process you will bring that to my attention.

I understand that the Taxation Returns are prepared for my own use and to determine my taxation liabilities. If this should change in any material respect, I will inform you immediately. You will not accept any responsibility to any person, other than me, for the contents of the Financial Statements.

All other terms and conditions of this engagement are the same as those referred to in the Engagement Letter I have signed.

I also accept that Southey Sayer Limited has the right to charge interest of overdue accounts at the rate of 1% per month, and that all accounts are due for payment 21 days following invoice date. The charging of such interest will be at the discretion of Southey Sayer Limited. I accept that any collection costs incurred by Southey Sayer Limited will be fully recoverable from me.

If I have also instructed that you prepare my GST/PAYE/FBT Returns or prepare wages on a regular basis, I accept that it is my responsibility to advise you of all relevant transactions on a timely basis as well as obtain valid tax invoices that comply with the GST legislation.

You are to represent me as my tax agent. All income tax returns will be signed by me however you are authorised to sign any other taxation return/s on behalf of myself or any of my associated entities.

Please note: - Privacy and AML Due Diligence Requirement

You are hereby authorised to communicate with my bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to complete the above assignments (including creditors and insurance providers).
I confirm that I am authorised to provide the personal details presented. I expressly consent to my information being collected, passed to and checked with the document issuer, official record holder, a credit bureau and authorised third parties for the purpose of verifying my identity and address to satisfy the requirements under the Anti-Money Laundering and Countering Financing of Terrorism Act 2009.

I give permission to Southey Sayer to contact any or all the following organisations on my behalf:		**Please add the name or organisation below:**
Bank(s)		
Inland Revenue – IRD Number		
Accident Compensation Corporation		
Business and/or Farm Advisor		
Lawyer		
Other businesses – e.g. PGG Wrightson, Farmlands, Ravensdown, Balance and Farm Source		
Please confirm the details to the right are correct	Work phone	
	Home phone	
	Mobile	
	Email	
Would you like us to supply a copy to your bank? If yes, please advise the name of your current bank manager:		☐ Yes ☐ No (Please tick one)
Would you like a hard copy of the Accounts or a PDF?		☐ Hard Copy ☐ PDF

Signature: ______________________ **Date:** ______________

Click HERE to log into your SOSA Client Portal!

If you don't have a SOSA portal, contact us on 06 370 0811

Financial Statements Questionnaire

Please use this list below as a prompt for the information that we will require to complete your annual financial statements. Note that some of the information listed below may be irrelevant to you and your business.
For all information below, we require evidence and/or supporting documents including (but not limited to) bank and loan statements, schedules, invoices, receipts, logbooks etc.

Information we need	Y\N\n/a	Comment
Wages / National Superannuation / Benefits – In most cases IRD will have sent us these details however we need to check all details have been included		Please attach
Student Loan – Do you have a student loan		Please attach
Interest and Dividend Certificates – Certificate and Dividend Statements		Please attach
Partnerships, Trusts, Estates and Companies Please supply details of income received (if we do not complete the tax returns for these entities)		Please attach
Overseas Income – including any interest, dividends and wages received Please provide details of the value and quantity of the investments held at any time during the financial year. Please provide the date, value and details of any purchases, sales and income (dividends). Please attach all your investments advisor's reports. This information is required so we can calculate if any income needs to be declared under the FIF (Foreign Investment Fund) rules.		Please attach
Foreign Superannuation Payments Attach details of any foreign superannuation payments you have received		Please attach
Any Other Income Income Replacement Insurance Policy - provide details of premiums and claims. Look Through Company - if you have been allocated a share of profit/loss other than from a company that we are aware of, please provide details.		Please attach
Donations Tax Rebates – Have you any rebates to claim		Please attach

Working for Families Tax Credits and Parental Tax Credits

Please complete for all your children:

Childs Name	IRD Number	Date of Birth	In Childcare /Daycare	Date left school

Also please provide:

- Any child support or maintenance payments made or received
- Other payments received by family members exceeding $5,000
- Any income received by your children
- Income / Drawings received from a Trust, including any school fees paid by the Trust
- Any other monies received e.g. loans/gifts from family Companies or Trusts

Bank details so Tax Refund may be direct credited to your bank account.
Name of Bank Account:-
and Account Number:-

Expenses Fee paid for preparation of your return and financial statements. Expenses relating to the monitoring of a financial/investment plan. Other expenses. ** Continue on separate sheet if necessary.*		Please attach

Any other information that you feel may be relevant to us completing your Annual Financial Statements