

11 April 2017

HAVE WE GOT YOUR CORRECT ADDRESS?
HAS YOUR PHONE NUMBER CHANGED?
e-mail:

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Dear Client,

2017 ANNUAL FINANCIAL STATEMENTS

It's time to gather and bring in your paperwork for the financial year ended 31 March 2017
(or balance dates between 1/10/2016 and 30/09/2017).

The following checklist contains all the relevant questions that will allow us to use your information to finalise your tax accounts. Please answer ALL the questions. Where lists of information are required please compile separate schedules and attach.

If you feel you need to discuss your case/situation with us please telephone to make an appointment and we will be happy to assist you in completing your questionnaire and will check through your papers.

We would be grateful if your year end papers could be forwarded to us as soon as possible following your balance date.

Please note we complete the work on a first in first served basis upon receipt of this checklist. If you require your records to be completed urgently you need to advise the date required by and the reason for this. We also need to know if the information has to be sent to a third party, such as the bank.

Yours sincerely

NUMB1Z Ltd

Moira Robertson-Brown

(Director)

ANNUAL ENGAGEMENT LETTER

Balance Date:31 March 2017

Signed Letters of Engagement are now required to comply with standards as agreed between the New Zealand Institute of Chartered Accountants and the Inland Revenue Department. Would you please read and sign the statement below and complete the attached questionnaire.

HERE'S WHAT WE WILL DO FOR YOU;

- We'll prepare your financial statements and tax returns.
- You'll have peace of mind that your financial statements are prepared by practical professionals.
- If necessary, provide you an extension of time for filing your tax return with the Inland Revenue.
- We'll check your tax correspondence when they come in from Inland Revenue, and if necessary get them corrected.
- We'll let you know when tax is due to be paid.
- We'll talk or write to you about tax or business issues we notice while we're doing the work.

HERE'S WHAT YOU NEED TO DO FOR US;

- Accept responsibility for the accuracy and completeness of the information supplied to us.
- Understand that our usual compilation work cannot be relied on to detect error and fraud. We are not completing an audit or a review of your affairs in order to verify the accuracy of the information.
- Understand that the financial statements we prepare are for your use only and are for the purpose of preparing your tax return. We will not be liable for any losses, claims or demands by any other person who may rely on them.
- Acknowledge that we will charge for our work based on time engaged and that invoices issued by us are payable by the 20th of the month following invoice date (unless a special advance arrangement has been made in writing). Agree to accept liability for charges arising from those services you asked us to undertake. We will add any collection costs to your account and these will form part of the debt. Although our invoice may not be addressed to you, the person signing below, you will accept liability for our charges for this work and for any collection costs incurred by us.

By signing below you are reconfirming the Engagement Letter previously signed by you and re-authorise NUMB 1Z Ltd to seek information it requires for the performance of its assignments from any organization including your solicitors, bankers, finance companies, IRD and ACC.

- Please note that both ACC and IRD now have a facility that enables us to make some changes to their records online, where we notice some posting error or minor credits which need transferring to another period. Your signature here will give us your authority to make such changes.
- Acknowledge that your records may be reviewed by the New Zealand Institute of Chartered Accountants personnel in the course of their quality review of our practice.
- Understand that you are responsible for meeting your tax obligations and for any penalties imposed by Inland Revenue for non-compliance with those obligations.

· Signed:

Date:/...../2017

· Name:

PS: Thank you for taking the time to read this.

Please sign it and return it to us with the work.

2017 ANNUAL ACCOUNTS INFORMATION

The following list contains all the relevant information that will allow us to use your information to finalise the tax accounts. Please answer ALL the questions. Where lists of information are required please compile separate schedules.

Tick the relevant box if the information is enclosed, or "N/A" if the schedule is not required. **By giving this information, we will be able to efficiently prepare your end of year taxation accounts and returns. If you are not sure of any of the information required, please contact us.**

PERSONAL/INVESTMENT INCOME	Enclosed	N/A
1. <u>PERSONAL INCOME</u> Details of any other income such as income from trusts, director's fees, family interests. <i>NB IRD send your salary and/or wages details direct</i>	<input type="checkbox"/>	<input type="checkbox"/>
2. <u>INTEREST RECEIVED</u> Please supply us with all certificates from your Bank and any other investment source, including family.	<input type="checkbox"/>	<input type="checkbox"/>
3. <u>DIVIDENDS</u> Please supply us with any <i>Dividend Advices</i> you may have. Please supply us with any records for Share purchases & Sales	<input type="checkbox"/>	<input type="checkbox"/>
4. <u>ESTATE, TRUST or PARTNERSHIP INCOME</u> Please supply information received by you. If not available list source, nature and amount of income or loss.	<input type="checkbox"/>	<input type="checkbox"/>
5. <u>OVERSEAS INCOME</u> Please supply information received by you. If not available list source, nature and amount of income or loss.	<input type="checkbox"/>	<input type="checkbox"/>
6. <u>OVERSEAS INVESTMENTS</u> Please supply copies of foreign bank accounts, shares owned, life insurance policies held & superannuation funds held.	<input type="checkbox"/>	<input type="checkbox"/>
7. <u>NON-COMPLYING TRUST</u> Do you have an interest in a non-complying trust. This is a trust whose settlor is resident in NZ, but the Trustees are non-resident in NZ.	<input type="checkbox"/>	<input type="checkbox"/>
8. <u>OTHER INCOME</u> Including details of Rental or Business income	<input type="checkbox"/>	<input type="checkbox"/>
9. <u>INCOME PROTECTION INSURANCE</u> Please supply information of payments made for income protection insurance where you received a taxable income in the event that you are injured or ill.	<input type="checkbox"/>	<input type="checkbox"/>
10. <u>DONATION RECEIPTS FOR SCHOOLS OR CHARTITIES</u> Please supply all receipts for donations made to schools or charties of \$5.00 or more.	<input type="checkbox"/>	<input type="checkbox"/>
11. <u>RATES REBATE FORM</u> Do you require a Rates Rebate Form to be completed? Generally if your earnings under \$42,000 and rates are between \$1,200 and \$3,500.	<input type="checkbox"/>	<input type="checkbox"/>

12. WORKING FOR FAMILIES TAX CREDITS (WFFTC)
Are you registered and entitled to receive working for families tax credits? Do you have children & have not registered, should we look to see if you are entitled
Please complete the attached form

13. STUDENT LOAN
Do you have a student loan? Do you have other sources of income?
Please complete the attached form.

14. PERSONAL TAX There is only one now:-
only applies if you are not entitled to WFFTC & don't receive a pension
REBATE "Independent Earner Tax Credit", which applies to earnings
between \$2000-\$4000 gross per month, or \$24,000 to \$48,000 pa.
How many months would this apply to you?

15. GENERAL Please advise any other matters that may affect your taxable
income and tax calculation.

16. OVERSEAS PENSIONS
Are you receiving a pension from a foreign superannuation scheme or annuity fund that may be subject to Tax in the country of origin? If so please arrange a meeting so we can discuss and assess any NZ Tax consequences. Do you intend to bring that fund back into NZ, if so you will need to discuss the move before you do so.

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*Under normal circumstances your year-end financial work would be handled on a first served basis upon receipt of your checklist, so please advise if your Tax Returns are required urgently.
If urgent please state why?*

And what date are they required by?