

ANNUAL CLIENT QUESTIONNAIRE

2023FY (01/04/2022 – 31/03/2023)

Please complete one questionnaire for each business.

Business Name	
Phone	
Email	
Wechat (if any)	

Anti-Money Laundering Identity Documentation

The AML laws have been in place since October 2018. If we have not yet asked for a copy of your identity documents, please have them ready when you see us to sign the 2023 accounts or if you prefer you can email us a copy now. We require these documents for all individuals, directors, shareholders and trustees.

A copy of your current passport / NZ driver's license (if never supplied)

AND

A copy of a utility bill showing your residential address

INSTRUCTIONS:

 Please tick all sections either **YES** or **NO**.

Important: Where you tick YES, please provide all relevant documents

 If has not traded during 2023FY – please prepare Nil Return (*tick if applicable*) -----

Company	Yes	No
<input type="checkbox"/> Xero access		
<input type="checkbox"/> Bank statements for the period 01/04/22 – 31/03/23		
<input type="checkbox"/> Loan statements for the year ended 31 March 2023		
<input type="checkbox"/> New loan/lease documents including sale and purchase agreements		
<input type="checkbox"/> PAYE/ FBT/GST returns and workings (if not prepared by us)		
<input type="checkbox"/> Interest & Dividend certificates		
<input type="checkbox"/> Accounts Receivable List		
<input type="checkbox"/> Accounts Payable List		
<input type="checkbox"/> ACC invoices		
<input type="checkbox"/> Cash on hand balance as at 31 March 2023		
<input type="checkbox"/> Stock on hand/Work in Progress as at 31 March 2023		
<input type="checkbox"/> Copy of any insurance invoices paid		
<input type="checkbox"/> Home Office Calculation (Schedule A attached)		
<input type="checkbox"/> Fixed asset purchases/sales receipts or invoices.		
<input type="checkbox"/> Details of any shareholder or director changes		

Trust	Yes	No
<input type="checkbox"/> Xero access		
<input type="checkbox"/> Bank statements for the period 01/04/22– 31/03/23		
<input type="checkbox"/> Loan statements for the year ended 31 March 2023		
<input type="checkbox"/> New loan/lease documents including sale and purchase agreements		
<input type="checkbox"/> Copy of PAYE/ FBT/GST returns and workings (if not prepared by us)		
<input type="checkbox"/> Interest & Dividend certificates		
<input type="checkbox"/> Accounts Receivable List		
<input type="checkbox"/> Accounts Payable List		
<input type="checkbox"/> Home Office Calculation (Schedule A attached)		
<input type="checkbox"/> Gifting statements from your lawyer		
<input type="checkbox"/> Trustee Minutes		
<input type="checkbox"/> Capital or income distributions made by the trust		
<input type="checkbox"/> Details of any trustee changes or changes to the trust deed		
<input type="checkbox"/> Fixed asset purchases/sales receipts or invoices		

Individual/Sole Trader/Contractor	Yes	No
o Interest & Dividend certificates		
o Overseas income details (if any)		
o Income protection insurance invoice		
o Bank statements for the period 01/04/22 – 31/03/23		
o Loan statements for the year ended 31 March 2023		
o Copy of PAYE/ FBT/GST returns and workings		
o Motor vehicle logbook details		
o Home Office Calculation (Schedule A attached)		
o Fixed asset purchases/sales receipts or invoices		
o Donation Receipts		
o Accounts Receivable List		
o Accounts Payable List		
o ACC Payments		
o Stock on Hand/Work In Progress as at 31 st March 2023		

Rental	Yes	No
o Bank statements for the period 01/04/22 – 31/03/23		
o Loan statements for the year ended 31 March 2023		
o If you purchased a new property, is the Property a New Build? If so, please supply a code of compliance certificate from 27/3/20 (Explained below)		
o Property management statements		
o Home Office Calculation (Schedule A attached)		
o Receipts for expenses paid		

Please fully complete and return by email only at your earliest convenience.



Government's New Changes for the Interest Limitation on RESIDENTIAL RENTAL PROPERTIES

NEW INTEREST LIMITATION RULES

- For properties **acquired before 27 March 2021**, generally investors' ability to deduct interest will be phased out between 1 October 2021 and 31 March 2025.

Phasing out Date interest incurred

Percentage of the interest that can be claimed

1 April 2021 to 30 September 2021	100%
1 October 2021 to 31 March 2022	75%
1 April 2022 to 31 March 2023	75%
1 April 2023 to 31 March 2024	50%
1 April 2024 to 31 March 2025	25%
1 April 2025 onwards	0%

- Properties **acquired on or after the 27th March 2021**

No Interest deduction will be allowed from the 1st October 2021

Exemption for New Builds and Property Developers

100% interest deduction is allowed

What is a new build?

A new build will generally be defined as a self-contained residence that receives a CCC confirming the residence was added to the land on or after **27 March 2020**. It will also include a self-contained residence acquired off the plans that will receive its CCC on or after **27 March 2020** confirming it has been added to the land.

Expiry of Interest exemption for new builds

The exemption will expire 20 years after a new build receives its CCC or when the new build ceases to be on the land (for example, it is demolished or removed), whichever is earlier

The bright-line property rule means that if you sell a residential property you have owned for less than a specified period, you may have to pay income tax on any gain. The bright-line period that applies depends on when the property was acquired:

When the property was acquired the bright-line period that applies

On or after 27 March 2021 is 10 years	Plus a New Build is only 5 years
Between 29 March 2018 and 26 March 2021 inclusive 5 years	
Between 1 October 2015 and 28 March 2018 inclusive 2 years	