



2022 Individual Income Schedule (Schedule A)

Ensure this questionnaire is completed and included with your records

Name:	Balance Date:
	31 March 2022

Instructions / Authorisation for True North Chartered Accountants Limited

I instruct True North Chartered Accountants Limited to prepare my tax return for the 2022 financial year.

I undertake to supply all information necessary for this engagement and to be responsible for the accuracy and completeness of such information. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the tax return summary or related schedules insofar as third parties are concerned.

Authorisation to obtain information subject to the Privacy Act

I authorise True North Chartered Accountants Limited to communicate with the appropriate bankers, solicitors, finance companies and other persons or organisations to obtain such further information as is required to carry out the above engagement.

Signature _____ Date _____

1. Wages/National Superannuation/Benefits		Comment
Please provide us with the names of any organisations you have received the following from: <ul style="list-style-type: none"> • 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.		
2. Student Loan	<input type="checkbox"/>	N/A
Do you have a student loan? If so, please provide your latest statement from IRD		
3. Interest & Dividends	<input type="checkbox"/>	N/A
a. Deposits Please provide: <ul style="list-style-type: none"> • Year-end statements for all deposits held at balance date. • Certificates summarising annual interest earned, and RWT deducted for each deposit. Note: Losses incurred in failed finance companies may involve extra complexities. Please indicate here if you held any such investments during the year.		YES/ NO
b. Shares Please provide: <ul style="list-style-type: none"> • Details of any share purchases or sales during the year. (These details need to include the price, number of shares traded and date of sale/purchase). • Dividend statements for any dividends received during the year. 		

<p>c. Portfolio Investment Entities Please:</p> <ul style="list-style-type: none"> • Provide details of any investments in New Zealand Portfolio Investment Entities (PIEs) that were acquired in the year or converted into PIEs during the year. • Advise the Portfolio Investor Rate as notified to any PIE manager in the year. • Provide copies of all distribution summaries received from PIE managers. <p>d. Portfolio Summary Reports If you use an investment manager or advisor, please provide a copy of any portfolio summary reports received in respect of the year.</p> <p>e. KiwiSaver Prescribed Investment Rate (PIR) If you have KiwiSaver Superannuation please advise us of your chosen PIR rate 10.5% 17.5% 28%</p>		
<p>4. Offshore Equity Investments</p>	<input type="checkbox"/>	N/A
<p>Offshore equity investments may be subject to tax under the Fair Dividend Rate (FDR) method of measuring income. Complex calculations may be required, although these may have been done for you already and summarised in a portfolio summary report provided by an investment manager or advisor. Please provide us with details of:</p> <ul style="list-style-type: none"> • All foreign equities owned during the year (name of entity, country of residence, number of shares/units, etc); • Their cost price if acquired during the year or market value as at the start of the year if already owned; • Any income distributions or sale proceeds received. <p>Alternatively, if you would like to use our spreadsheet template to help calculate the extent of any FDR income, please contact us.</p>		
<p>5. Disclosure of Foreign Investment Fund Interests</p>	<input type="checkbox"/>	N/A
<p>If you held rights or an interest/shares in any foreign company, unit trust, superannuation scheme or life policy at any time during the year, the following information is required:</p> <ul style="list-style-type: none"> • Name of foreign company or fund • Country of residence • Nature of interest held (eg shares, units, superannuation, insurance) • Date interest acquired / disposed • Details of income received 		
<p>6. Off-shore investments/loans</p>	<input type="checkbox"/>	N/A
<p>Please provide details and documentation for all bank accounts denominated in foreign currency and all off-shore investments and loans other than those mentioned in question 4.</p>		
<p>7. Working for Families/changes</p>	<input type="checkbox"/>	N/A
<p>If you or your partner started or stopped receiving Working for Families assistance during the year for any children, please advise:</p> <ul style="list-style-type: none"> • Name of child, date of birth • Date assistance began/ceased • Reason (eg left school, child born, etc) <p>Please attach a copy of your FS1 form.</p> <p>The following sources may also be required to be included when calculating your family income:</p> <ul style="list-style-type: none"> • Attributable trustee income • Attributable fringe benefits • Child Support received during the year • PIE income 		

<ul style="list-style-type: none"> • Passive income of children • Income of non-resident spouse • Tax exempt salary or wages • Pensions and annuities • Other payments (used for the family's day to day living expenses) • Income equalisation scheme deposits. <p>Please provide details of any of the above income you have received if you have not already done so. Contact True North Chartered Accountants if you need assistance.</p>											
8. Rental Income	<input type="checkbox"/>	N/A									
<p>Please attach full details of the address of the property, rent received, number of months let or available to let and any expenses incurred (bank fees, insurance, interest, legal fees, rates, repairs and maintenance, etc). Where you have earned rental income previously we have attached Schedule B for you to complete.</p> <p>Have you rented out your home and received income from boarders or short term holiday stays? E.g. Air BNB</p>		YES/ NO									
9. Other Income	<input type="checkbox"/>	N/A									
<p>Please attach full details of any other income (eg royalties, share of partnership/trust/estate income, overseas income, income from share or property dealing, income from trading in crypto currency, business or self-employed income, shareholder employee salary, taxable Maori authority distribution, etc.).</p>											
10. COVID-19 Support Payment Receipts	<input type="checkbox"/>	N/A									
<p>Please provide details of all payments received during the year for COVID-19 Support from the following sources:</p> <ul style="list-style-type: none"> • Wage Subsidy (August 2021 subsidy plus payments received after 1 April 2021 for earlier schemes that were paid late) • Leave Support Scheme (LSS) • Short-Term Absence Payment (STAP) • Cultural Sector Emergency Relief Grant (CSERG) (for payments received up to the 31 March 2022) • Resurgence Support Payment (RSP) • Covid Support Payment (CSP) • Any repayments you have made 											
11. Deductible Expenses	<input type="checkbox"/>	N/A									
<p>Please attach details of expenses incurred in earning income (e.g. commissions, loss of income insurance, ACC levies, interest on loans used to acquire investments, etc.). Do not include expenses related to earning your employment income.</p>											
12. Loss from Look Through Company (LTC)	<input type="checkbox"/>	N/A									
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 45%;">Company</th> <th style="width: 25%;">Shareholding%</th> <th style="width: 30%;">Share of net loss \$</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>\$ _____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>\$ _____</td> </tr> </tbody> </table>	Company	Shareholding%	Share of net loss \$	_____	_____	\$ _____	_____	_____	\$ _____		
Company	Shareholding%	Share of net loss \$									
_____	_____	\$ _____									
_____	_____	\$ _____									
13. Donations Tax Credit	<input type="checkbox"/>	N/A									
<p>Please include receipts for charitable donations and/or school fees paid during the year to enable us to complete the claim form.</p> <p>Please indicate if you made any donations via Payroll Giving in the year.</p>		YES / NO									

14. Bank Account Details		
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Please provide us with details of the bank account to which any refund can be direct credited. Please note that Inland Revenue no longer issue cheques.

Account Name: _____

Account Number: __ / ____ / _____ / ____