



Name:

Balance Date: 31 March 2026

INDIVIDUAL QUESTIONNAIRE CHECKLIST

Please take the time to complete this checklist as it is **IMPORTANT** and helps us meet the quality standards that are required of us as a member of Chartered Accountants Australia and New Zealand. Providing us with all the records and information requested in the attached questionnaire will enable us to complete your financial accounts with the minimum of delay and cost.

AUTHORISATION and TERMS OF ENGAGEMENT

I/We hereby instruct Navigate Advisory to prepare my/our Financial Statements and Taxation Returns for the year/period ending 31 March 2026.

I/We accept responsibility for the accuracy and completeness of the information supplied in this questionnaire checklist, which is to be used in the preparation of my/our Financial Statements and Tax Returns. You are not to complete an audit, nor do I/we wish you to undertake a detailed review of my/our affairs in order to substantiate the accuracy of my/our information, and therefore you are unable to provide any assurance on my/our Financial Statements. I/we understand that you accept no liability for the accuracy and completeness of the information supplied by me/us. I/We understand your work cannot be relied on to detect error or fraud. I/We further understand that the Financial Statements will be prepared at my/our request and for my/our purposes only and that you will not be liable for any losses, claims or demands by any third person.

I/We also accept responsibility for all other records and information supplied to you in addition to those set out on the pages 2 to 5.

I/We accept responsibility for any failure by me/us to supply all relevant records and information to you.

I/We authorise your organisation to act as our agent for ACC levy purposes for all associated entities. This authorisation allows your organisation to obtain information on my/our ACC levy account(s) through ACC staff, and through MyACC for Business. This authority will also allow your organisation's main representative discretion to delegate access to my/our ACC information to other members of your organisation. Other delegated members of your organisation will also be able to obtain information on my/our ACC levy account.

This document does not limit our existing signed "Engagement Letter for Compilation Engagement".

In order to assist with the preparation of your Financial Statements and Tax Returns and pursuant to the Privacy Act 1993 I/we authorise Navigate Advisory to obtain all relevant information as required from my/our banks, solicitors and other third parties to complete the preparation of my/our Financial Statements and Tax Returns.



Client Name: _____ Date: ____ \ ____ \ ____

Client Signature: _____

Update of Personal Details

Postal Address			
Home Address			
Email Address			
Mobile Phone			
Home Phone		Work Phone	
Full Name		Full Name	
Date of Birth	__ \ __ \ ____	Date of Birth	__ \ __ \ ____
Your date of birth is useful, as it can help with tax planning and retirement planning issues.			
Bank details for REFUNDS from Inland Revenue Department			
Bank / Branch	_____ - _____	Account #	_____ - _____

Personal Income Checklist

Income

Did you receive any income from salaries / wages / superannuation / ACC? Yes / No
If yes, the IRD will send us your Summary of Earnings automatically.

Rebate Information

Did you make any donations to Approved Charities for which a rebate can be claimed? Yes / No

Please list donations and provide receipts:



Other Income

Did you receive any other income, for example from, estates or trusts, overseas pensions, Income protection insurance? Yes / No

If yes, please list and provide relevant details:

Interest / Dividend Income

Did you receive any income from interest or dividends? Yes / No

If yes, please provide interest certificates, dividend advice notices and Portfolio Statements with a full copy of the investment advisors report at 31 March 2026.

Please list all investments held including company/fund name and number of shares/units held:

Please also list all term deposits, bonds held:

Cryptoassets and Gold

If you received or traded in cryptoassets or gold during the year, please list the details: Yes / No

Income Protection Insurance

Did you have Income Protection Insurance? Yes / No

If yes, please attach a copy of the invoice and policy.



Rental Income

Did you receive any rental income? Yes / No
If yes, please complete our Rental Questionnaire for each rental property.

Overseas Income

Did you receive any of the following types of income

Interest	<input type="checkbox"/>	Foreign employment/Service	<input type="checkbox"/>
Dividends	<input type="checkbox"/>	Pensions	<input type="checkbox"/>
CFC income	<input type="checkbox"/>	Rental income	<input type="checkbox"/>
FIF income	<input type="checkbox"/>	Non-NZ Trust	<input type="checkbox"/>
Financial arrangements	<input type="checkbox"/>	Other	<input type="checkbox"/>

Did you own company shares, unit funds/trusts, life insurance policies or superannuation/pension plans with any overseas organisations? Yes / No

Did you have any funds invested overseas with Financial Advisers, Portfolio managers or similar? Yes / No

Did you own 10% or more interest (shareholding) in an overseas entity? Yes / No

Do you hold foreign shares or foreign currency with an original cost exceeding NZ\$50,000? Yes / No

If yes to any of the above, please provide full details including name of company/fund, number of share/units, amount invested, country held, income earned, any local tax deducted, and market value at 31 March 2026.

Sale or Purchase of Property

Did you personally buy / sell residential property during the year other than your primary residence? Yes / No

Did you personally buy / sell residential land during the year? Yes / No



Working For Families Tax Credits

If you or your partner started or stopped receiving Working for Families Tax Credits (WFFTC), had a change in relationship status, a child leave school or think you may be eligible please advise the following:

For children in your care:

Child's Name	Date of Birth	Date they left # school?	IRD
_____	__/__/__	__/__/__	#_____/_____/_____
_____	__/__/__	__/__/__	#_____/_____/_____
_____	__/__/__	__/__/__	#_____/_____/_____
_____	__/__/__	__/__/__	#_____/_____/_____

Are you registered for WFFTC? Yes / No

Are there any shared custody arrangements in place? Yes / No

Average number of hours worked per week: You _____ Your partner _____

Did you receive any of the following?

- Distributions from a family trust Yes / No
- Fringe Benefits from employment Yes / No
- Other payments or regular contributions to your day-to-day expenses Yes / No

Did the children in your care receive any income from rent, royalties, trusts or PIE income? Yes / No

If yes to any of the above questions, please attach full details.

Please note that if your family circumstances have changed, we will ask IRD to assess your entitlement for the year.

Student Loan

Do you have a student loan? Yes / No

If so, would you like us to remind you of repayments when they fall due? Yes / No