Annual Individual Questionnaire

1 April 2025 to 31 March 2026

Client Name: _____

Email: _____

Phone Number: _____

Postal Address: _____

You can return your completed form using one of the following methods:

1. Email to tori@ilumin.co.nz

2. Mail to:
   Tori McGuckin
   C/- ilumin Limited
   PO Box 2648
   Wellington 6140

3. Courier or drop off to our office: Level 4, ilumin House, 186 Willis Street, Wellington 6011

Please remember to include all documents as email attachments **and** attach the signed Terms of Engagement from our website.

If you need help completing this questionnaire, please contact us on (04) 385 3343.

Please complete this questionnaire if **we prepare your personal tax return** and you **reside in New Zealand** (excludes those who arrived or departed New Zealand during the year).

If you are a sole trader and/or own rental properties / are in a partnership / are a contractor, please also complete a Business questionnaire.

ilumin Limited

Level 4, ilumin House, 186 Willis Street, Wellington 6011
P O Box 2648, Wellington 6140

Telephone: (04) 385 3343
Email: tori@ilumin.co.nz
Website: www.ilumin.co.nz

ilumin Limited

ANNUAL INDIVIDUAL QUESTIONNAIRE

Please complete the checklist below to determine which parts of the questionnaire you need to complete.

Only complete the section of the questionnaire if you answer 'yes' to the relevant question.

This is the **INDIVIDUAL** questionnaire. We require this questionnaire to be completed if we prepare your personal tax return. (If you are a sole trader and/or own rental properties / are in a partnership / are a contractor, please also complete a Business questionnaire).

	YES	NO	If Yes complete
1. Do you receive income from which source deductions are made (e.g. PAYE, Withholding Tax etc.)? If **yes**, we will obtain this information from IRD.			NONE
2. Do you receive New Zealand dividend income (from investments **not** held in a managed portfolio scheme)?			A
3. Do you receive New Zealand interest income (from investments **not** held in a managed portfolio scheme)?			B
4. Do you receive any overseas income (from investments **not** held in a managed portfolio scheme)?			C
5. Do you own any overseas investments, bank accounts or superannuation?			D
6. Do you have any investments in Portfolio Investment Entities (PIE's)?			E
7. Do you have investments in a Managed Portfolio Scheme?			F
8. Do you receive any rental income from boarders?			G
9. Did you receive any income as a beneficiary of a Trust that ilumin does not act for?			H
10. Are you a shareholder in a Company that ilumin does not act for, and if so, do you derive an income from it?			I
11. Are you a shareholder in a Look Through Company (LTC) that ilumin does not act for?			J

	YES	NO	If Yes complete
12. Are you a partner of a Partnership that ilumin does not act for, and if so, did you derive a share of income / share of loses?			K
13. Did you receive any other income not covered above e.g. tips, gratuities etc.?			L
14. Did you acquire any share or exercise any rights or options to acquire shares under an employee share or option scheme?			M
15. Did you buy or sell Cryptocurrency?			N
16. Do you have an outstanding student loan?			O
17. Were you absent from New Zealand for more than 325 days during the period?			P
18. Are you considered a tax resident or citizen of another country?			Q
19. Did you buy or sell any property during the year?			R
20. Is the Working for Families Tax Credit (WfFTC) applicable to you?			S
21. Have you paid any donations or childcare for which you would like us to claim your rebate?			T
22. Do you have Income Protection Insurance?			U
23. Please complete the tax refund section.			V
24. Do you have any other information you would like to make us aware of?			W

A NZ Dividend Income

Please provide the following:	Attached	N/A
- all dividend statements		

(The **payment date** is the relevant date to determine whether the dividend statement should be included in the financial period).

B NZ Interest Income

Please provide the following:	Attached	N/A
- all interest certificates		

(Note: banks only issue certificates for interest received over $50. However, you must account for all your interest income and you are required to request certificates from your bank, or download these from your internet banking site, irrespective of how much interest is earned).

C Overseas Income

Please provide the following:	Attached	N/A
- full details and schedules including dividends, interest, rental income, and/or any other income received from an overseas country		

D Overseas Investments, Bank Accounts or Superannuation

Where overseas investments are not held within a managed portfolio please provide the following (grouped by investment company/trust):	Attached	N/A
Details and numbers of shares/units owned at the beginning of the year financial year, the market value at that date, shares/units purchased and sold during the twelve-month period, details and number of shares/units owned at the end of the financial year and their market value at year end (if available).		

Do you have any foreign bank accounts, credit cards, loans etc. in your personal name (irrespective of whether it is business related)?	Yes☐	No☐
If **yes**, please provide:		
- Bank statements for the full year		

Do you have an Overseas Superannuation Pension or Fund?	Yes☐	No☐
If **yes**, please provide:	Attached	N/A
- Details of the provider, amount and income received		
- Statements received from the provider		

E Portfolio Investment Entities (PIE's)

Please provide the following:	Attached	N/A
- Investment summary schedules received for the year, including details of the Prescribed Investor Rate (PIR). This includes KiwiSaver.		

F Portfolio Managed Scheme

Please provide the following:	Attached	N/A
- The Portfolio Manager's year-end tax reports		

G Rental Income from Boarders

How many boarders do you have?	
How much do they pay a week?	$
How much did they pay you this financial year?	$

H Beneficiary Income (from a Trust ilumin does not act for)

Please provide the following:	Attached	N/A
- Details of all Trusts for which you are a beneficiary		
- Details of all income allocated and tax credits allocated		

I Shareholding in a Company (that ilumin does not act for)

Please provide the following:	Attached	N/A
- Details of shareholder/director remuneration for which PAYE/Withholding Tax was not deducted		

J Shareholding in a Look Through Company LTC (that ilumin does not act for)

Please provide the following:	Attached	N/A
- Details of all profit and loss allocations received		

K Partnership Income (from a Partnership that ilumin does not act for)

Please provide the following:	Attached	N/A
- Details of your share of income, share of losses		

L Other income

Please provide the following:	Attached	N/A
- Full details of any other income received		

M Employee Share or Option Scheme

Please provide the following:	
- Name of employer	
- Number of shares/options	
- Date obtained	
- Market value at the date acquired	$

N Cryptocurrency

Please provide the following:	Attached	N/A
- Details of all sales and purchases during the year		

Did you receive any cryptocurrency as payment for a business transaction? **Yes☐ No☐**

If yes, please advise the amount received and date of transaction/s	Attached	N/A

O Student Loan

Do you have an outstanding student loan? **Yes☐ No☐**

(Note: We will have to identify your total income to determine if there is any obligation to calculate repayments).

P Absent from New Zealand for more than 325 days

Please advise the date you left or arrived back in New Zealand:	

(We will contact you to discuss your circumstances and whether there is any impact on your tax residency status).

Q Tax Resident or Citizen of another Country

Please advise which country:	

Please provide the following:	Attached	N/A
- A copy of the tax return filed in that country for the relevant tax year		

R Purchase or Sale of Property (includes for Brightline & interest limitation rules)

If this was your main home, we do not need any details.

- If you purchased a property, what year was it built? _____

	Attached	N/A
- Copy of the sale and purchase agreement for the purchase or sale		
- Solicitor settlement statements (including copy of legal fee invoice) for both transactions		

S Working for Families Tax Credit

Do you think you may be entitled to WfFTC? **Yes**☐ **No**☐

If **yes**, please provide the following details:

Name of principal caregiver:

Children for whom you were the 'principal caregiver':

Name	**Date of birth**	**IRD number**	**Were you the principal caregiver for the whole year?**	
			Yes	**No**
			Yes	**No**
			Yes	**No**
			Yes	**No**
Have you registered with Inland Revenue for WfFTC?			**Yes**	**No**
Are you eligible for an in-work tax credit? If **yes**, please enter the number of weeks where you worked more than 20 hours per week for a solo parent or more than a combined 30 hours per week for a couple below:			**Yes**	**No**

T Donations and Childcare Rebate

Please provide the following:	**Attached**	**N/A**
- Receipts for donations		
- Receipts for childcare fees paid		

U Income Protection Insurance Premiums

Please provide the following:	**Attached**	**N/A**
- Letter from your insurance provider that notes the tax-deductible premiums paid for the year		

V Tax refund instructions

Please provide your bank account details for any IRD tax refunds:

Bank account name: _____

Bank account number: _____

W Any Other Information

Please add anything else you would like to make us aware of:

Thank you.
Your time and effort in completing this form is much appreciated by the team at ilumin.