



Registered as TAX AGENTS with the IRD

Full Name _____

IRD Number _____ Phone No: _____

Address _____

Drivers Licence/
Passport Photo ID attached Date of Birth: _____

Email: _____

Drivers Licence or Passport No. _____

Declaration

- I certify that the IRD number given above is my own
- I certify that I am the above person
- I authorize Man In The Moon Limited t/a MyTaxMan to act as my tax agent and to obtain my information from Inland Revenue on my behalf. This may include canceling old bank account with Inland Revenue.
- I instruct Man In The Moon Limited t/a MyTaxMan to request my Personal Tax Summary(s). I have supplied all information necessary to carry out such services and I am responsible for the accuracy and completeness of such information. I certify that my Personal Tax Summary(s) as requested from the Inland Revenue Department by Man In The Moon Limited t/a MyTaxMan is (are) true and correct.
- I have supplied all of my interest, dividends, overseas income or Maori authority income details and I have no other income apart from salary or wages.
- I am a New Zealand resident for tax purposes.
- I do not owe any arrears of tax or Child Support.
- I agree to the following fee structure below and agree to pay this fee as the cost involved in requesting my Personal Tax Summary.
- I authorize Inland Revenue Department to transfer the scaled processing fee per the schedule below, which is to be deducted from my tax refund and paid to the account of Man In The Moon Limited t/a MyTaxMan.

If your total refund turns out to be	Processing cost will be
Less than \$50	\$10
Between \$51 and \$150	\$30
Between \$151 and \$200	\$50
Between \$201 and \$300	\$70
Between \$301 and \$500	\$120
Between \$501 and \$600	\$150
Between \$601 and \$1500	\$220
More than \$1500	\$350
Student Under 18 (still at school)	\$25
Preparing and filing IR3 (If you were on withholding payments or were overseas for part of the year.	\$225 (minimum charge)

Signed _____ Date _____

DISCLAIMER OF LIABILITY

We have not performed an audit or review and therefore neither we nor any of our employees accept any responsibility for the accuracy of the information from which the Return has been prepared. Further, the Return has been prepared at the request of and for the purposes of our client only and neither we nor any of our employees accept any responsibility on any grounds whatsoever including liability in negligence, to any other person.

Please note: Your refund will be paid into your bank account or sent by cheque to the above address. The processing time is completely determined by the Inland Revenue Department and can take up to approximately 45 working days.



Registered as TAX AGENTS with the IRD

In order to process your claim, we require that you answer the questions below.

- Did you receive Salary or Wage with PAYE deducted? Yes No
- Did you receive with-holding Tax Deduction?
(If yes, please see below) Yes No
- Did you have any interest credited by your bank?
(If yes, please attach Resident with-holding Tax Certificate) Yes No
- Did you have any dividend paid to you?
(If yes, please attach Dividend Imputation Credit Statement) Yes No
- Did you receive a credit from your Power company?
(If yes, please attach Dividend Imputation Credit Statement) Yes No
- Did you pay Income Protection Insurance?
(If yes, please attach Summary from Insurance Company) Yes No

Rebates

- Did you make any donation during the year?
(If yes, please attach receipts) Yes No
- Were you a student who was still at school during the year? Yes No
- Do you have a Family Trust? Yes No

If yes, one of our Tax Agents will contact you to discuss with you on how to complete your Income Tax Return.

- Do you have any other sources of income listed below?
- Rental Income Yes No
- Income from Self-Employment Yes No
- Income from overseas Yes No
- Trust Yes No

If yes, one of our Tax Agents will contact you to discuss with you on how to complete your Income Tax Return.

Bank Account Details

(For refunds to be paid to)

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Name of Account: _____