



# Release notes for conveyancers

Changes for lawyers and conveyancers as part of Landonline Release 3.15 (updated 20 January 2017)

## Dispositions/Transfers of CERA 2011 and GCRA 2016 auto registering

**LINZ Ref: LOLCM-469**

**Description: Transfers titles owned by the Crown under the Crown CERA 2011 and GCRA 2016 will auto-register.**

In September 2016 it was identified that there are over 8,000 titles that have been acquired by the Crown under the Canterbury Earthquake Recovery Act 2011 and Greater Christchurch Regeneration Act 2016.

Transfers of these titles would step down to lodge for LINZ to add the following memorials:

- Subject to Part IVA of the Conservation Act 1987
- Subject to s11 Crown Minerals Act 1991

However, following a script run on 29.9.2016, transfers of these titles will now auto-register with the above memorials being added automatically.

## Land Transfer Tax Statement changes

**LINZ Ref: LOLCM-464**

**Description: Changes to the Land Transfer Tax Statement**

The Landonline 3.15 release which goes live on 12 December 2016 introduces a new printed 2017 Land Transfer Tax Statement form and a change to Landonline functionality to better align with the new form and to make the entry of details in Landonline more user friendly and intuitive.

[Download the Land Transfer Tax Statement 2017 \(/node/13292#form\)](#)

The main driver for change was to address inconsistencies in the way question "Q2.2" (...the intention to live on the land) was being answered. This question particularly suffered from misinterpretation, partly due to the structuring of the questions preceding it, and as a result the content of LINZ's quarterly report on property transfers has received criticism in this area. Misleading information captured around Q2.2 has led to questions about the accuracy of the rest of the report.

As a result a full review of the structuring of the tax form has been completed with help from Statistics New Zealand and in consultation with the NZ Law Society. This has resulted in a new format which has more detail than the original, but is easier to interpret and complete quickly and correctly. For example, while the paper format has guidance as to the flow of entry from one question to the next appropriate question, the Landonline form will hide or display applicable sections as the form is completed.

The new form also now provides for entry of a nominator name and for up to four multiple overseas tax residencies and tax identification numbers (TINs).

For a limited period of time there will be 2 formats for entry of new tax information in Landonline:

- The 2015 format has the questions as they existed prior to the 3.15 release
- The 2017 format has revised questions in a layout that can dynamically change depending on answers that are entered in prior fields

If tax information had already been entered prior to the 3.15 release the form will default to the 2015 format.

If no details have been entered the format will default to the 2017 format. This can be changed to the 2015 format if a tax statement in the old format is received from clients.

After April 2017 the 2015 format will cease to be available for new transfers and it will not be possible to change from a 2017 format to the 2015 format.

We encourage you to use the new statement rather than the 2015 format. This will help to ensure that the data collected is as accurate as possible. However, if your client has already signed a tax statement, you will still be able to enter data collected on the 2015 Land Transfer Tax Statement until April 2017. If required a combination of 2015 and 2017 formats can be used for different individuals/entities within the same role in the instrument.

The 3.15 Land Transfer Tax Statement changes are set out below under the following headings:

1. [2017 Land Transfer Tax Statement form – main changes \(#mainc\)](#)
2. [Entering Tax Information in Landonline \(#enter\)](#)
3. [Changes to the Prepare Tax Statements screen \(#changesp\)](#)
4. [Changes to the Documents to Sign screen \(#changesd\)](#)
5. [2015 Land Transfer Tax Statement data entry screen \(#data2015\)](#)
6. [Known issues \(#issues\)](#)

## [1. 2017 Land Transfer Tax Statement form – main changes](#)

The new printed 2017 Land Transfer Tax Statement form divides questions on seller or buyer identity to make it clearer and easier how to respond.

[Download the Land Transfer Tax Statement 2017 \(/node/13292#form\)](#)

After your client has indicated whether they are a buyer or seller, and has provided their name, question 6 will direct them to the correct part of the statement to complete:

6. In this transaction are you representing?

**See section 6 in the notes for more information**

the person (individual) named in 5 above → go to 9

*For example:*

- o yourself
- o yourself as a trustee
- o yourself as a partner in a partnership
- o yourself as an executor or administrator of a deceased estate
- o another person as their attorney

the entity (non-individual/corporate) named in 5 above → go to 14

*For example:*

- o a company
- o a company as a trustee
- o a corporate entity (body corporate, incorporated society, etc.)
- o a public or local government authority
- o an entity as its attorney
- o other non-individual

a nominator **not** named in 5 above → go to 7

- o this only applies where you will be holding the property on behalf of another person or entity
- o this does not apply where, for example, a person nominates their family trust to complete the purchase of a property

[http://www.linz.govt.nz/sites/default/files/media/loi\\_release-3.15-ltsf\\_01.JPG](http://www.linz.govt.nz/sites/default/files/media/loi_release-3.15-ltsf_01.JPG)

We have also included provision for Nominators (question 7) and up to four multiple overseas tax residencies and tax identification numbers (TINs) (question 19):

**Nominators:**

7. If you are acting as a nominee for a nominator, please enter the name of your nominator

*For definition of nominee please refer Section YB21 of the Income Tax Act 2007*

\_\_\_\_\_

if you are acting for multiple nominators, please mark here

*If you are acting for multiple nominators, enter one name above and answer all subsequent questions on behalf of that nominator. A tax statement will need to be completed for each of the remaining nominators. Refer to the notes for more information on multiple nominators*

[http://www.linz.govt.nz/sites/default/files/loi\\_release-3.15-ltsf\\_02.JPG](http://www.linz.govt.nz/sites/default/files/loi_release-3.15-ltsf_02.JPG)

**Up to four multiple overseas tax residencies and tax identification numbers (TINs):**

19. Complete the following details for each country/jurisdiction, other than New Zealand, you or the person or entity you are representing are a tax resident in.

Name of country/jurisdiction	Country code	Taxpayer identification number

[http://www.linz.govt.nz/sites/default/files/loi\\_release-3.15-ltsf\\_03.JPG](http://www.linz.govt.nz/sites/default/files/loi_release-3.15-ltsf_03.JPG)

For more detail on the 2017 Land Transfer Tax Statement form refer to the following video link or the notes section attached to the Land Transfer Tax statement.

[View the video about Landonline 3.15 Tax Statement changes \(https://youtu.be/2VizkiW\\_uRI\)](https://youtu.be/2VizkiW_uRI)

[Download the Land Transfer Tax Statement 2017 \(/node/13292#form\)](#)

For information on how to enter tax information into Landonline refer to Section 2 – Entering tax information into Landonline.

## 2. Entering Tax Information in Landonline

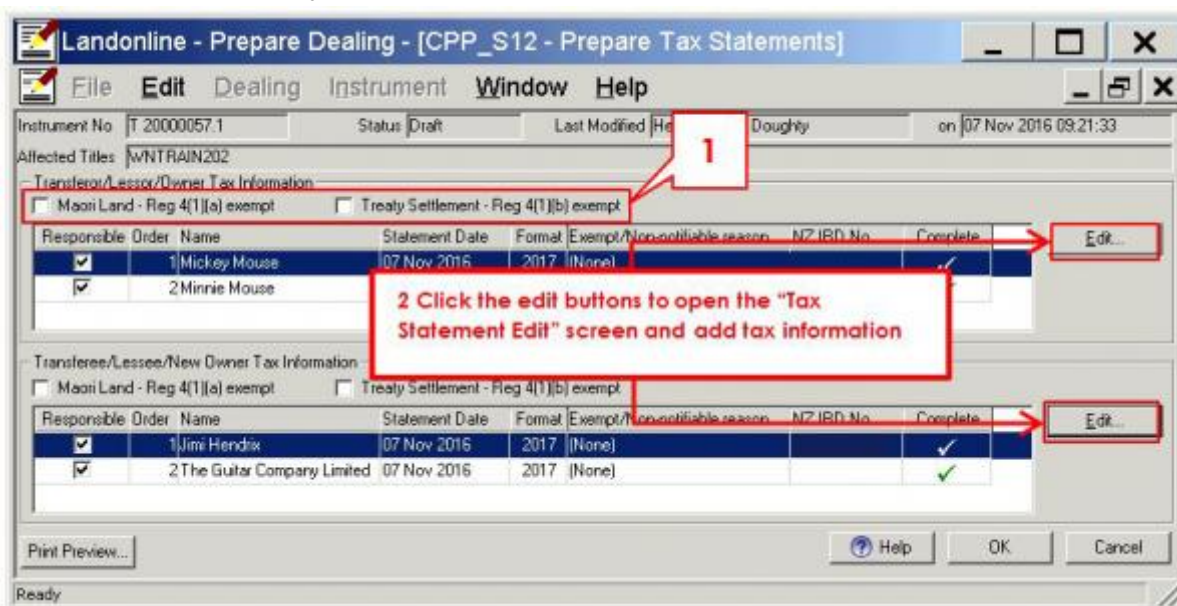
In the new Landonline 3.15 release the Prepare Tax Statements screen now only displays a summary of tax information and is read only (see section 3 for more detail). The main features are as follows:

1. The **Exemption** checkboxes are used to select the following exemptions:

- a. Maori Land – Reg(4)(a)
- b. Treaty Settlement – Reg 4(1)(b)

Note: If your transfer is exempt from providing tax information, you do not need: 1) a tax statement, and: 2) to provide tax information in workspace

2. To enter tax information you must now click the **Edit** button:



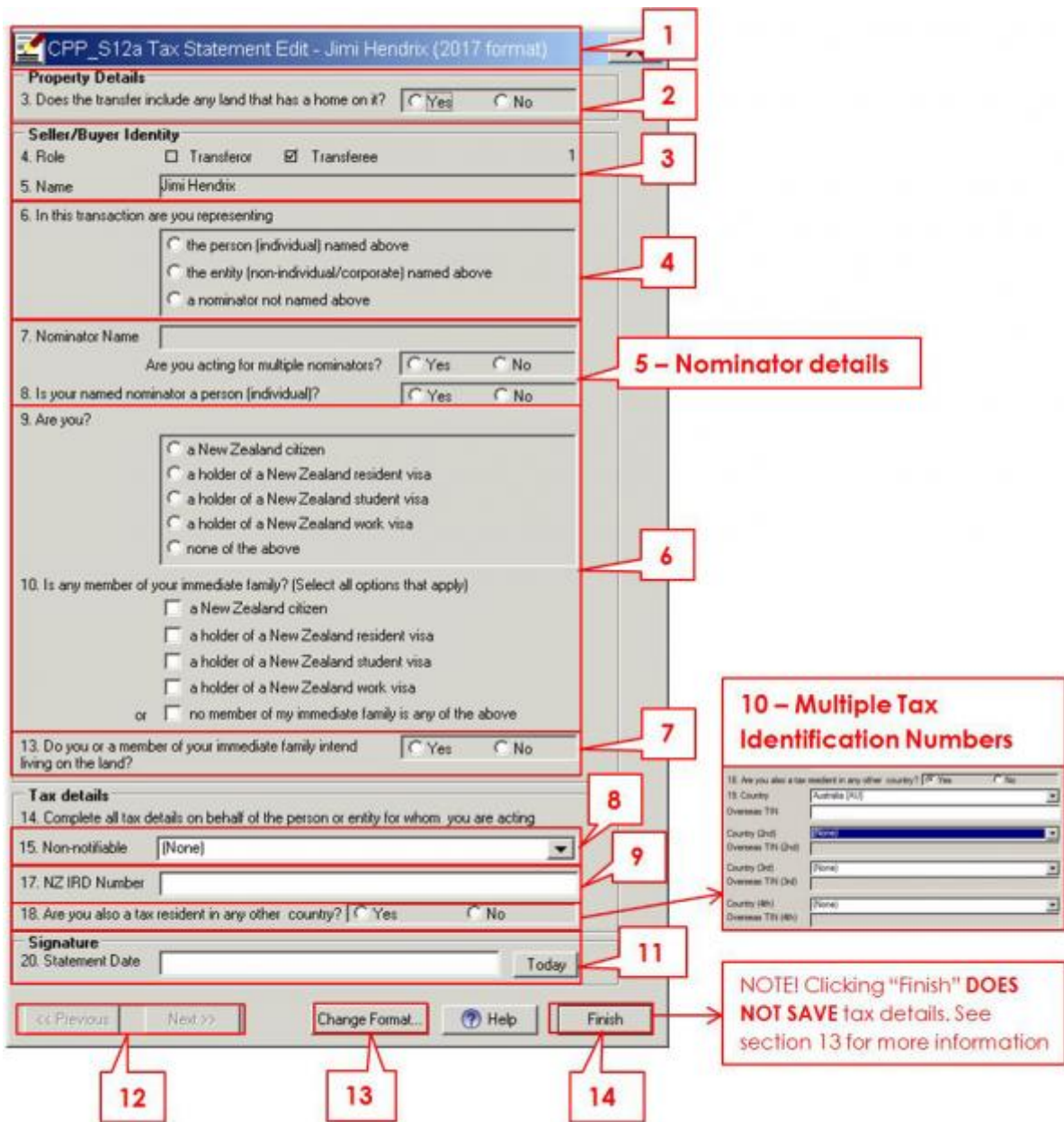
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Once the **Edit** button is clicked the new **Tax Statement Edit screen** opens for the name that is highlighted in the Prepare Tax Statements screen, for which your firm is responsible. The Tax Statement Edit screen is where tax information is entered. Although it follows the structure of the 2017 statement, it only includes questions when a response is required. A summary of the new screen (2017 format) is as follows:

Note: Some steps in the new form – 1, 2, 11, 12 & 16 are purely guidance statements on the paper form and as a result do not appear in the Landonline version below

## Tax Statement Edit Screen (2017 format)

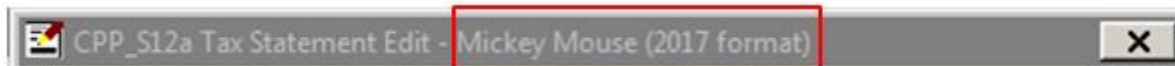




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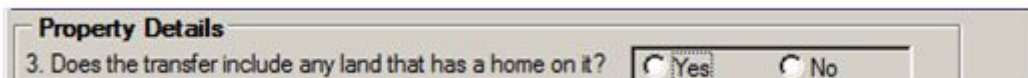
1. The Tax Statement Edit Screen header displays:

- The name (transferor/transferee) the statement relates to, and:
- The statement format (i.e. 2015 or 2017)



Note: see section 13 for more information on changing the Tax Statement Edit screen format.

2. Question 3 under “Property Details” allows a user to select whether the transfer has a home on it:



Note: the answer for question 3 should be consistent at a role level. e.g. a warning will display if transferor-1 has selected "Yes" and transferor-2 has selected "No."

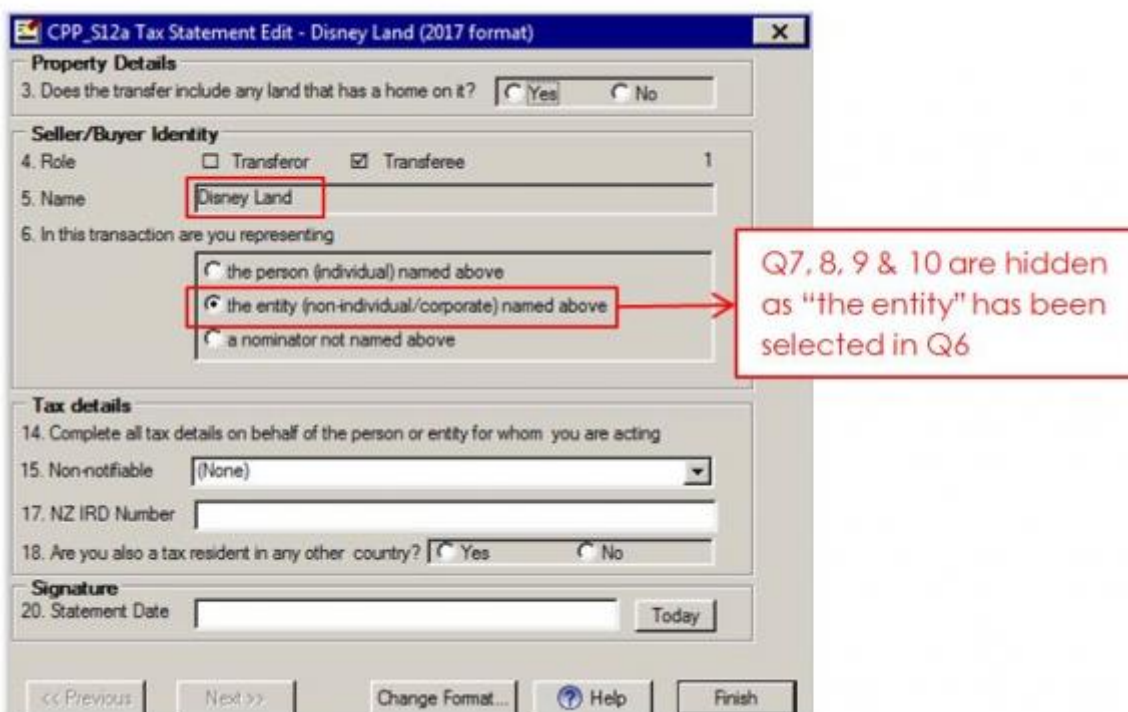
3. Questions 4 & 5 "Seller/Buyer identity" auto populate based on:

- For a Transfer (T) – the selected transferors and the transferees entered in the Prepare Transfer screen
- Image only Transfers e.g. Transfer and Grant of Easement (TE) – the transferors and transferees entered in the Insert Names screen

4. Question 6 enables users to select who their client is representing (i.e. Individual, Entity and Nominator).

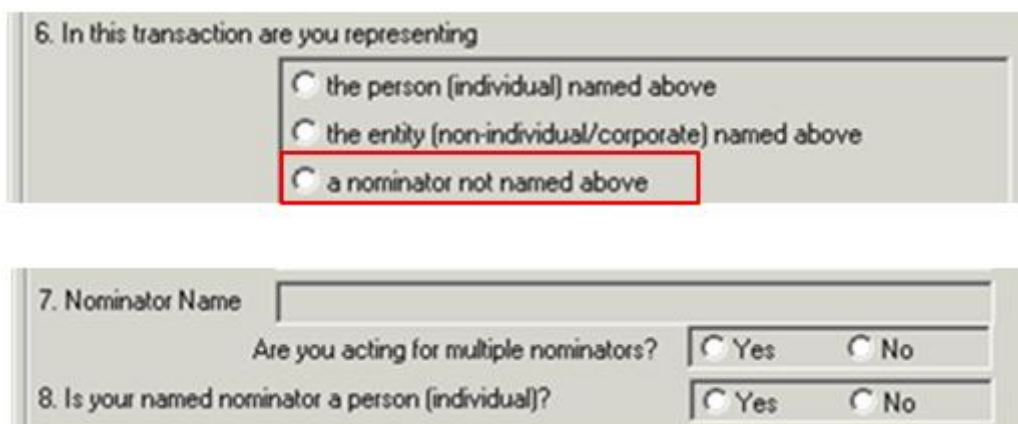
Landonline hides questions that are not required based on the answer to Q6 - making it easier to enter client details.

e.g. if "the entity" radio button is selected for a company - questions 7, 8, 9 & 10 (which relate to individuals) do not need to be completed and are hidden:



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5. Questions 6, 7 & 8 enable nominator details to be entered. To enter nominator details:



- Select the “a nominator not named above” radio button for Q6:
- Then complete Q7 & Q8:

Note: it is not possible to enter multiple nominator details into Landonline. Refer to the printed tax statement and notes for further information.

[Land Transfer Tax Statement 2017 \(PDF 457KB\) \(/file/15684/download?token=9tQkD3lX\)](/file/15684/download?token=9tQkD3lX)

6. Questions 9 and 10 are only compulsory if your client is an individual or is representing a nominator that is an individual.

Question 9 - select the radio button that best applies to your client or the nominator your client is representing:

9. Are you?

a New Zealand citizen  
 a holder of a New Zealand resident visa  
 a holder of a New Zealand student visa  
 a holder of a New Zealand work visa  
 none of the above

Question 10 - select the checkbox/es that best apply to your client's family (or family of the nominator your client is representing):

10. Is any member of your immediate family? (Select all options that apply)

a New Zealand citizen  
 a holder of a New Zealand resident visa  
 a holder of a New Zealand student visa  
 a holder of a New Zealand work visa  
 or  no member of my immediate family is any of the above

Note: multiple selections for Q10 can be made.

7. Question 13 asks “Do you or a member of your immediate family intend living on the land” which is to be answered by your client (on their own behalf or with a nominators details where they are acting for one): It is only compulsory if:
- your client (or client's nominator) is a transferee/buyer, and
  - your client's or your clients nominator, or anyone in your client/client's nominators immediate family holds a New Zealand work or student visa

13. Do you or a member of your immediate family intend living on the land?  Yes  No

8. Question 15 allows selection of a non-notifiable reason why a transferor or transferee is not required to provide tax information:

- None – the party is not exempt from providing tax information
- Non-notifiable reason e.g. Main Home – the transfer requires a tax statement which will include the Non-notifiable reason, but does not require the provision of tax information such as an IRD number

**Tax details**

14. Complete all tax details on behalf of the person or entity for whom you are acting

15. Non-notifiable

Refer to the printed tax statement and Section 15 of the notes for further information

9. The NZ IRD Number field in question 17 allows the entry of a New Zealand Inland Revenue (IRD) number. The system checks that the number is in a format that matches IR requirements, but doesn't check that the number is correct for the entered name.

10. Question 18 allows selection of whether a client is a tax resident in another country:

18. Are you also a tax resident in any other country?  Yes  No

If the "Yes" radio button is selected Q19 displays – allowing up to four tax identification numbers (TIN) to be entered:

18. Are you also a tax resident in any other country?  Yes  No

19. Country

Overseas TIN

Country (2nd)

Overseas TIN (2nd)

Country (3rd)

Overseas TIN (3rd)

Country (4th)

Overseas TIN (4th)

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11. The "Today" button populates today's date in the Statement Date field. It is also possible to manually type a date in the field, if the statement was pre-prepared.





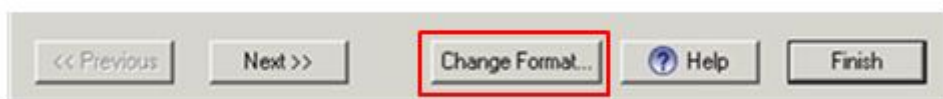
Note: This date can be entered in the future to allow statements to be printed in advance of clients visiting. However, a Transfer cannot be certified and signed while the statement date is in the future.

12. The Next and Previous buttons can be used to move between forms within a transferor or transferee role:



13. The "Change Format" button enables the Tax Statement Edit screen to change between the 2017 and 2015 formats.

By default the Tax Statement Edit screen opens in the 2017 format for all new transfers. However, Transfers with tax details entered in Landonline prior to the 3.15 release will open in the 2015 format:

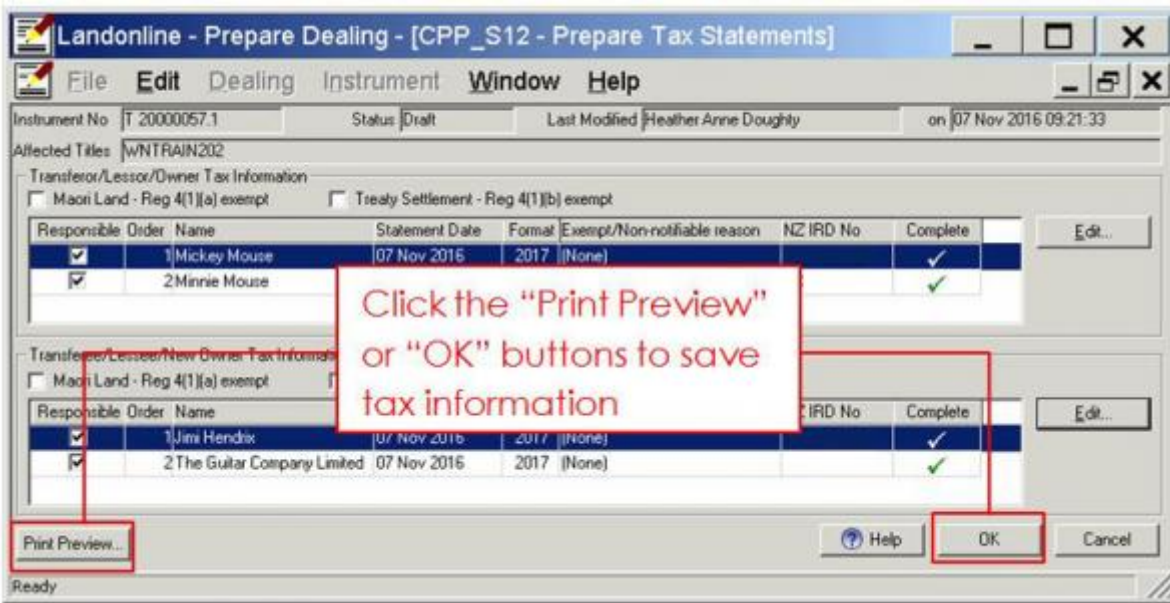


Note: We encourage you to use the new statement rather than the old one from Monday 12 December 2016. This will help to ensure that the data collected is as accurate as possible. However, if, for example, your client has already signed a tax statement, you will still be able to enter data collected on the existing form until April 2017.

14. The "Finish" button closes the Tax Statement Edit screen back to the Prepare Tax Statements screen where you can view a summary of the tax details just entered:



Note: clicking the Finish button DOES NOT save tax details. To save click either the "Print Preview" or "OK" buttons in the Prepare Tax Statements screen:



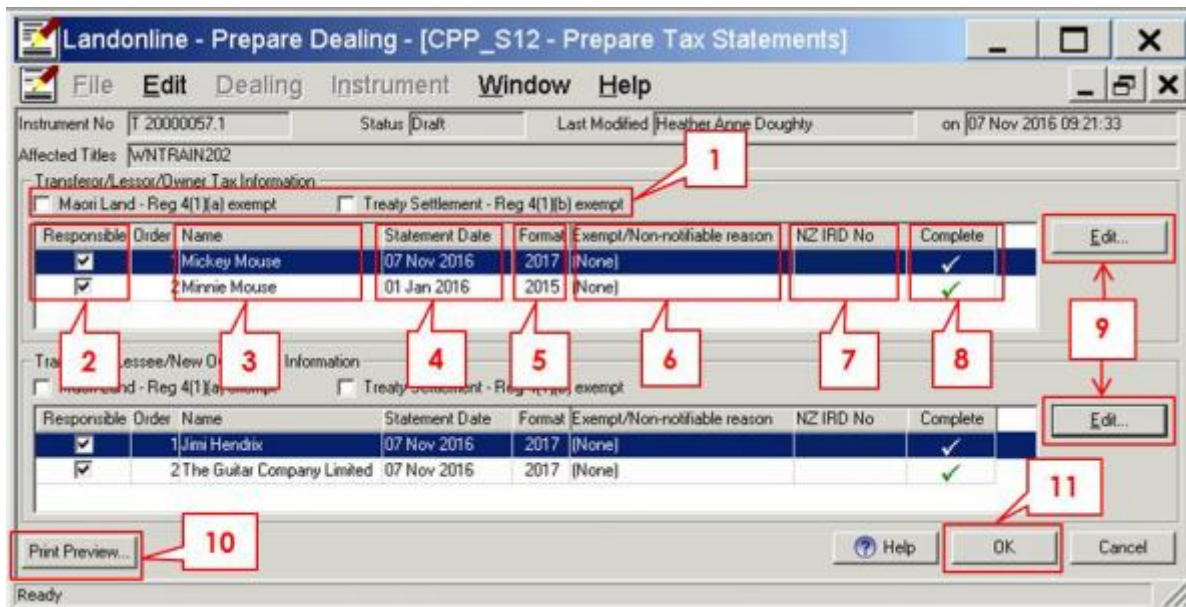
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### 3. Changes to the Prepare Tax Statements screen

In the new Landonline 3.15 release the "Prepare Tax Statements" screen is no longer used to enter tax information. It now only provides a summary of key tax information entered in the "Tax Statement Edit" screen. However, Maori Land and Treaty Settlement exemptions can be still selected from this screen.

To enter tax information users need to access the "Tax Statement Edit" screen by clicking either the Transferor or Transferee "Edit" buttons (see section 2 for entering tax information in Landonline).

The key changes to the Prepare Tax Statements screen are as follows:



[http://www.linz.govt.nz/sites/default/files/loi\\_release-3.15-itsf\\_21.JPG](http://www.linz.govt.nz/sites/default/files/loi_release-3.15-itsf_21.JPG)

1. The **Exemption** checkboxes are used to select the following exemptions:
  - a. Maori Land – Reg(4)(a)

#### b. Treaty Settlement – Reg 4(1)(b)

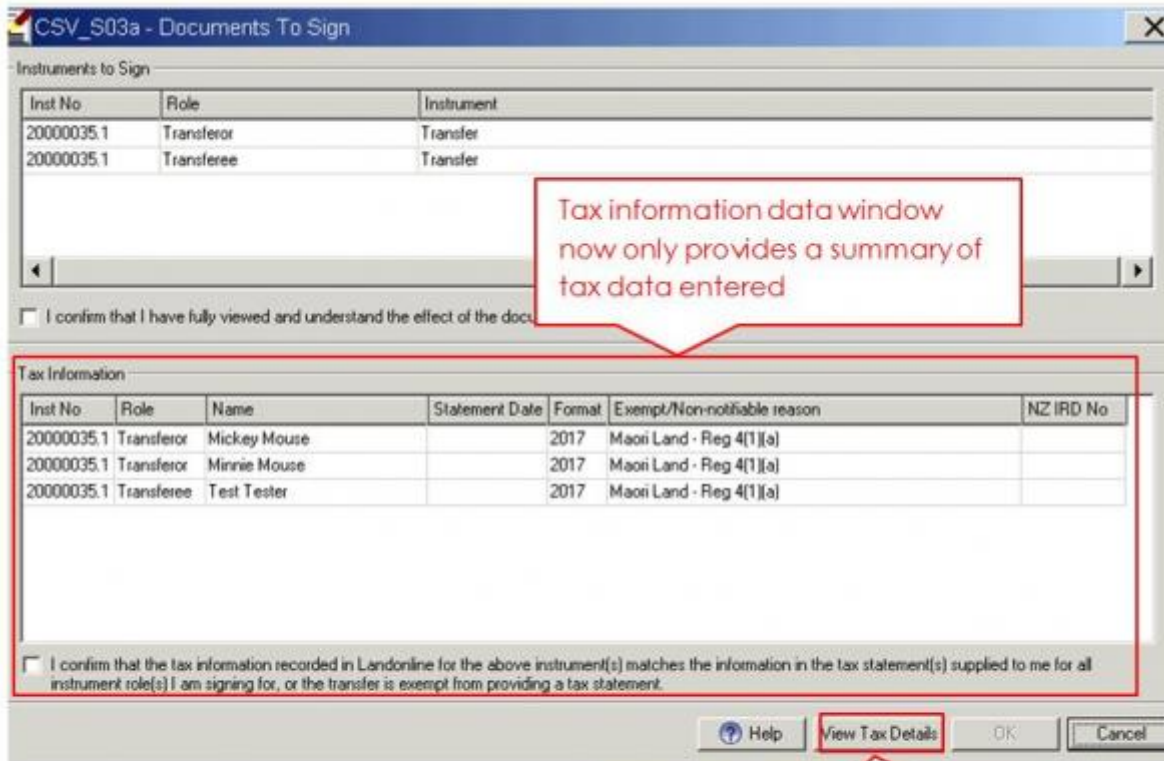
If either of these exemptions is selected they will display in the “Exempt/Non-notifiable reason” field and no tax statement and information is required.

2. The **Responsible** checkbox displays which transferors and transferees a firm is responsible for. It populates automatically if your firm is responsible for all roles, otherwise it must be manually checked. It needs to be checked for tax information to be viewed and edited in the Tax Statement edit screen.
3. **Name** automatically populates based on either:
  - a. For a Transfer (T) – the selected transferors and the transferees entered in the Prepare Transfer screen.
  - b. Image only Transfers e.g. Transfer and Grant of Easement (TE) – the transferors and transferees entered in the Insert Names screen
4. **Statement Date** is the date the tax statement was signed. On this screen the date is retrieved from the date entered in the Tax Statement Edit screen.
5. The **Format** field displays which Land Transfer Tax Statement form was selected in the Tax Statement Edit screen. Following the Landonline 3.15 release a 2017 Land Tax Statement form should be completed where possible (See section 2 – Entering Tax Information into Landonline for more information).
6. The **Exempt/Non notifiable** field displays the reason why the transfer is exempt from either tax information or a tax statement:
  - a. *None* – no exemption/non-notifiable reason has been selected
  - b. *Exempt reason* – either the Maori Land or Treaty settlement exemption checkbox has been selected (see item 1 for more information)
  - c. *Non-notifiable reason* – a non notifiable reason (e.g. Main-home) is selected in the Tax Statement Edit screen
7. The **NZ IRD No** field displays a New Zealand Inland Revenue (IRD) number entered in the Tax Statement Edit screen.
8. **Complete** indicates whether entry has been completed in the screen for a transferor/transferee.
9. The **Edit** button opens the Tax Statement Edit screen, which is where tax information can be entered.
10. The **Print Preview** button displays the Tax Statement Preview (where statements can be printed and/or saved) and saves tax information entered in the Tax Statement Edit screen.
11. The **OK** button closes the Prepare Tax Statements screen (back to the Prepare Transfer screen) and saves tax information entered in the Tax Statement Edit screen.

#### 4. Changes to the Documents to Sign screen

In the new Landonline 3.15 release the “Documents to Sign” screen now only provides a summary of tax information entered for the transferors/transferees. Conveyancing Practitioners will now only see tax information they are signing for.

As only a summary of tax information is shown, Conveyancing Professions can click the “View Tax Detail” button to view all tax statements they are signing for:



Tax information data window now only provides a summary of tax data entered

To review **ALL** tax details you are signing for click the "View Tax Details" button

([http://www.linz.govt.nz/sites/default/files/loi\\_release-3.15-itsf\\_22.JPG](http://www.linz.govt.nz/sites/default/files/loi_release-3.15-itsf_22.JPG))

### 5. 2015 Land Transfer Tax Statement data entry screen

The data Entry screen for 2015 tax statements has been reformatted to make it clearer and easier to enter information. Although the entry screen has changed, there have been no changes to either: 1) the information captured by this screen, and: 2) the printed 2015 Land Transfer tax statement.



**1. Property Details**  
Q1.1 Does the transfer involve land that has a home on it ?  
 Yes  No

**2. Seller/Buyer Identity**  
Role  Transferor  Transferee 1  
Name Jimi Hendrix  
Q2.1 Are you or a member of your immediate family a New Zealand citizen or a holder of either a resident, work or student visa ?  
 Yes  No  Corporate  
Q2.2 If you are a buyer and you or a member of your immediate family hold a work or student visa, do you or a member of your immediate family intend living on the land ?  
 Yes  No  Not Applicable

**3. Exempt or Non-notifiable transfer reason**  
Non-notifiable transfer reason (None)

**4. Tax Details at the date of this statement**  
NZ IRD Number  
Are you a Tax resident in an overseas country?  Yes  No  
Country (None)  
Overseas TIN

**5. Signature**  
Statement Date

<< Previous Next >> Change Format... ? Help Finish

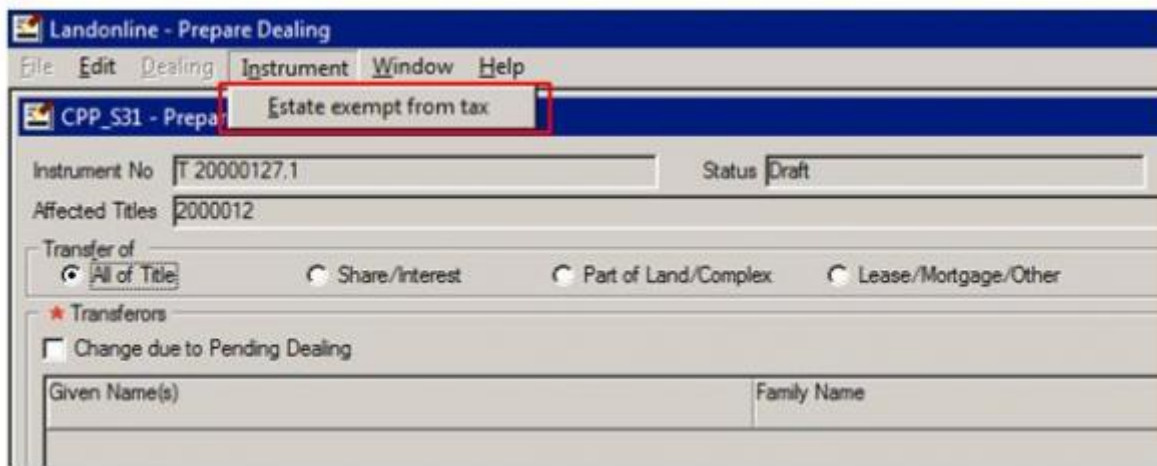
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## 6. Known issues

### 1. Estates that are not subject to providing tax are no longer exempt in Landonline

Following the previous Landonline 3.14 release, transfers of titles with estates not subject to providing tax information can no longer be certified without tax information.

*Workaround* – in the rare event you have a transfer of a title with an estate that is not subject to providing tax information – use the “Prepare Transfer – Instrument – Estate exempt from tax” menu, to manually select the title as being exempt from providing tax information:



[http://www.linz.govt.nz/sites/default/files/loi\\_release-3.15-itsf\\_24.JPG](http://www.linz.govt.nz/sites/default/files/loi_release-3.15-itsf_24.JPG)

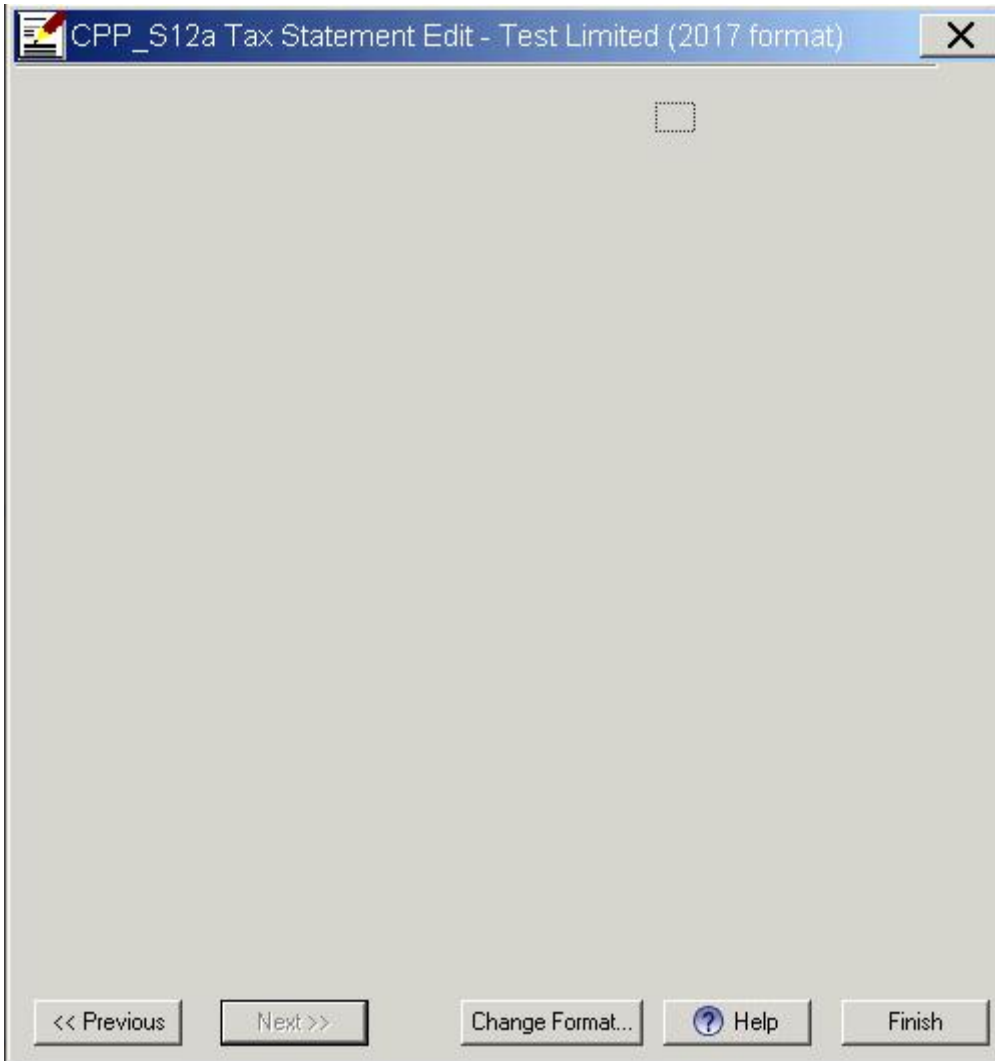
This will result in the dealing stepping down to LODGE for LINZ staff to confirm that tax details are not required.

## 2. Changing between Transferee Tax Statements can result in tax information not displaying for Corporate Transferees

Changing between Transferee Tax Statements in the Tax Statement Edit window when one Transferee is an Individual and another is a Corporate can result in tax information not displaying for the Corporate Transferee. This happens when using the Previous and Next buttons to navigate back and forth a number of times.

It only occurs when Q13 is required for the individual Transferees.

An example of a blank CPP\_S12a Tax Statement Edit window:



[http://www.linz.govt.nz/sites/default/files/media/img/loi\\_release-3.15-rnc01.png](http://www.linz.govt.nz/sites/default/files/media/img/loi_release-3.15-rnc01.png)

This will be fixed in a later release.

## Defects fixed in the 20.1.2017 3.15 Patch Release

**LINZ Ref: LOLCM-624**

**Description: Landonline Search Wizard Titles Search not working**

Both Desktop and Workspace users receive a 9005 error when using the Landonline Search Wizard to search for titles by:

- Street
- Name of the owner
- Title Reference

This defect has now been fixed in the patch release.

**LINZ Ref: LOLCM-615**

**Description: Tax statement preview and edit windows missing bottom row of buttons for some users**

After the Landonline 3.15 release some external Workspace users with low screen resolutions could not see any buttons at the bottom of the “Tax Statement” and/or “Tax Statement Preview” windows.

This was because after the 3.14 and 3.15 Landonline releases the size of the “Tax Statement” and “Tax Statement Preview” windows had been designed to accommodate Landonline Workspace’s minimum recommended resolution of 1024x768. These are tall windows that utilise the full height of the minimum recommended screen height, so if the height was less than 768 pixels, the buttons drew in the non-existent area between 720 and 768. The result is that MS Windows appeared to cut off the bottom of the window so that the buttons did not display with the following system font scaling and screen height settings:

- 100% system font scaling = 768 pixels
- 125% system font scaling = 960 pixels
- 150% system font scaling = 1152 pixels

#### *Solution*

After the 3.15 patch release the “Tax Statement” and “Tax Statement Preview” windows now display correctly up to a screen resolution of 1920x1080 at 150% system-font scaling.

#### **LINZ Ref: LOLCM-609**

#### **Description: The Tax Statement Preview screen can freeze if minimised during the signing process**

When the Tax Statement Preview screen is opened from the Documents to Sign window and is then minimised, it becomes locked. After being locked it cannot be moved, resized or closed.

This only occurs when a conveyancing professional is viewing tax statements from the Documents to Sign window in Workspace.

This defect has now been fixed in the patch release.

**Last Updated:** 20 January 2017