

2010 TAX QUESTIONNAIRE FOR BUSINESSES INCOME

Please complete, sign and return this annual client's questionnaire to us with your records and relevant information.

NB: All information is required where applicable. Time spent seeking information not originally provided would cause delay to your job completion and may increase costs to you.

Client Name

Nature of Business Activity

A Records supplied

Please circle

- | | |
|---|---------------|
| <p>1 Cash book recording all receipts and payments transactions for the year
 OR
 Bank statements, credit card statements, cheque butts, and deposit books for the year, showing details for each item. Please clearly mark all non business transactions
 OR
 USB Drives/Computer disks and print out of bank reconciliation report as at 31 March 2010; Trial Balance and GST reports.</p> | Yes/No |
| <p>2 Petty cash book/day books
 i.e. records of expenses paid by cash takings prior to deposit.</p> | Yes/No |
| <p>3 GST – Copies of all the returns and workings</p> | Yes/No |
| <p>4 FBT – Copies of all the returns and workings</p> | Yes/No |
| <p>5 Wages details – Please provide us with a copy of your wages book or showing the gross wages payment for each month. Please advise details of holiday pay which will be paid within 63 days of the balance date</p> | Yes/No |
| <p>6 ACC – Attach Acc invoices</p> | Yes/No |
| <p>7 Interest received
 Attach Resident Withholding Tax Certificates</p> | Yes/No |
| <p>8 Dividends received
 Attach dividend slips. Please include Power Company's dividends</p> | Yes/No |

B Information required

- | | | |
|--|---------------|---------------------------------|
| <p>1 Cash on hand/unbanked cash
 Includes cash floats and sales not banked until after balance date</p> | Yes/No | \$ _____ |
| <p>2 Accounts receivable – money owing <u>to</u> you as on 31 March 2010 for goods or services you sold in March or earlier but did not receive payments by 31 March 2010.
 Indicate if the amount includes or excludes GST
 Has bad debt been written off?</p> | Yes/No | \$ _____
<i>Inc/Excl GST</i> |
| <p>3 Accounts payable – money owing <u>by</u> you as on 31 March 2010
 Please provide a schedule of accounts owed and expense type, include March PAYE.</p> | Yes/No | \$ _____
<i>Inc/Excl GST</i> |

- 4 Work in progress as on 31 March 2010** Yes/No \$ _____
Includes material costs, direct labour and overhead costs
- 5 Stock on hand @ 31 March 2010** Yes/No \$ _____
Stock should be physically counted and records retained to substantiate the stock count and valuation. Stock should be valued at cost excluding GST.
- 6 Fixed Assets** Yes/No \$ _____
Assets purchased during the year
- Attach invoices for assets over \$1000
 - Attach details of the cost and trade-in
 - Attach details of the hire purchases/finance/lease agreement
 - Attach Government valuation, Solicitor's Settlement Statement and of the Sale & Purchase Agreement (for property purchase)
 - Specify private use percentage of assets
- Assets sold/disposed during the year, please provide details Yes/No \$ _____
- Has GST been accounted to the Inland Revenue Department on the sale and recoveries of insurance claims?
 - Assets taken, but for private use
- 7 Do you have any investments in an overseas country?** Yes/No \$ _____
If yes, please provide details of investment purchased and sold.
- For example:***
- Shares in foreign country Yes/No \$ _____
 - Foreign superannuation scheme Yes/No \$ _____
 - Foreign unit trust Yes/No \$ _____
 - Foreign life insurance policy Yes/No \$ _____
 - Overseas managed funds Yes/No \$ _____
- 8 Mortgages and loans** \$ _____
- Please attach bank statements/loan summaries showing balances as at 31 March and total interest for the year.
 - Please attach details of new loans raised or loans repaid or refinanced during the year.
 - Please attach bank's yearly loan statements/summaries
 - Please advise the amount of loan establishment fee (if applicable) \$ _____
 - If loans include finance for PRIVATE use, please advise the private amount included \$ _____
 - Please advise the address of property/properties that any loans, overdrafts, etc are secured over.
 - Please advise the term of your loans eg. 20years/25years etc.

9 Motor Vehicle Lease Agreement

Please attach details of your car lease(s)/purchased e.g.
Sale & Purchase Agreement, Finance/Operating Lease Document

10 Security/Charges

Have you given any assets as security for loans?

Yes/No

Please provide details _____

C General Information

1 **Have all takings been banked into the business trading bank account?** If not, please advise how it has been applied. **Yes/No**

2 **Value of goods taken for private use at cost price (excl GST)** **Yes/No** \$ _____

3 **Vehicle expenses** **Yes/No** \$ _____

Based on log book kept for three months within last three years

Business kilometres travelled _____ km

Total kilometres travelled _____ km

Business percentage _____ %

4 **Home office expenses based on the whole year**

Electricity/Gas \$ _____

Insurance – Dwelling & Contents \$ _____

Interest on mortgage/rent \$ _____

Rates (inc. Water charges) \$ _____

Repairs & Maintenance (office area) \$ _____

\$ _____

Floor space – Office _____ m²/ft²

Floor space – House _____ m²/ft²

Business percentage _____ %

Home telephone (rental) \$ _____

Business Calls \$ _____

Total \$ _____

5 **Contingent Liabilities**

Are there any contingent liabilities?

Yes/No \$ _____

Please provide details _____

6 **Personal Attribution Rule**

Is 80% of the revenue from your business coming from one single source? If yes, please let us know as it may affect your tax planning

Yes/No

D **Limited company**

If you operate as a limited company:

- Have you provided security/debenture/lien over stock/guarantees? **Yes/No** \$ _____
 - Have you made capital commitments/other issues since 31 March 2007 **Yes/No**
 - Have you changed the address of your registered office? **Yes/No**
 - Have you changed directors/shareholdings? **Yes/No**
- Please provide details* _____
- _____
- _____

E **Family Trust**

- If you are a new client, please provide us with a copy of the Trust Deed and name and date of birth of beneficiaries' under 16 years.
- Please provide us with names, date of birth for all beneficiaries (particularly those under 16 years old).
- If you have a gifting program, please attach copies of gift statement and Deed of Forgiveness of Debt. (If you are not sure, please check with your lawyer)
- Please advise details of any distributions made to beneficiaries

F **Method of receiving financial statements and documents**

Please Tick

- I will collect the accounts**
- Please courier to my home address**
- Please post to my home address.**
- Prefer a meeting after accounts are finalised**

Please note: If the parcel is too big for standard NZ post delivery, we have no choice but to send it by courier (signature required).

Signature..... Date.....

Contact Number..... E-Mail.....

List all Entities Name.....

Postal Address.....