

Client Name:

I authorise you to prepare my tax return from the information and records I have supplied to you. I accept responsibility for the accuracy and completeness of all records and information supplied to you. You are authorised to communicate with my/our bankers, solicitors, finance companies and any other business that I/we deal with to obtain such information as you require to complete the above duties.

Signature:	Date:
Phone:	Email:
Bank account for tax refund: Name	Account no:

Date banked ____/___/____ Till Floats/Cash Floats \$______

Information required to complete your tax return:

1. Data file: please provide a backup of your accounting file package:

Version Password OR Please give us access to your online cloud file. Call your accountant to discuss access.

- 2. Bank statement confirming bank balance as at 31 March 2022, or your balance date
 - Current account, Saving Account, Term Deposit, Credit Card; or
 - Full year's bank statements where you supply written Cashbook / Excel summary or no summary.
- 3. **Cash on hand** Cash on hand

Petty Cash

4. Transactions not through the business

Were all sales banked into your business trading bank account? If no, please provide a list showing amounts not banked and when they were lodged.

5. **Private use**: supply a list of the value of goods taken for private use at their cost price including GST.

Have you made an adjustment for private telephone and tolls?

- 6. Business expenses paid in cash / personal funds: supply a list if applicable.
- 7. Accounts receivable (debtors): review accounts receivable summary as at balance date to confirm accuracy. Supply list.
- 8. Accounts payable (creditors): review accounts payable summary as at balance date to confirm accuracy or supply list including nature of expenditure.
- 9. **Goods & services tax (GST):** supply workpaper / calculations for GST returns filed for the year.
- 10 Fringe benefit tax (FBT): supply workpaper / calculations for FBT returns filed for the year.

Yes	No/N/A	Already
		provided/in
		Xero

Yes	No/N/A	Already
		provided/in
		Xero
Yes	No/N/A	Already
		provided/in
		Xero

Yes	No/N/A	Already
		provided/in
		Xero

Yes	No/N/A	Already
		provided/in
		Xero

Yes	No/N/A	Already provided/in Xero
Yes	No/N/A	Already provided/in Xero

Yes	No/N/A	Already
		provided/ in
		Xero

Yes	No/N/A	Already provided/ in Xero
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Yes	No/N/A	Already
		provided/ in
		Xero

Yes	No/N/A	Already provided/ in
		Xero

Yes	No/N/A	Already
		provided/ in
		Xero

https://pkffa.sharepoint.com/sites/Resources/Shared Documents/General/Questionnaires/2023 Questionnaires/2304.2023 MASTER A Business Annual Questionnaire.docx

- 11 Wage records (ACE, MYOB payroll etc): supply annual summary of gross wages and tax deductions for all employees from your payroll software or copies of IRD monthly deduction schedules for year (IR348).
- 12 Holiday pay owing: supply a list of holiday pay owing to employees at balance date. Also provide a list of any holiday pay or bonuses **paid** to any employee within 63 days of balance date.
- 13 Interest and dividends received: supply copies of all interest certificates and dividend statements for the year.
- 14 **Capital expenditure:** supply copies of tax invoices for fixed assets purchased and/or sold. Property sale and purchases please supply sale and purchase agreement and all other legal documents relating to any transactions.

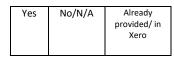
Please review your asset schedule from your last year's accounts and advise us of any changes. If you require a copy of the schedule please contact us.

	et aside mainly for use as an e area, please provide the	16. Motor Vehicle The proportion of motor vehicle business use as established by your log book is:
Business area:	m²	Vehicle description:
Total area: Power & gas	m²	Businesskm Total km
Insurance (building) Insurance (contents)	\$ \$	Percentage business:%
Repairs & maintenance	\$	Vehicle description:
Rates Mortgage interest Rent	\$ \$ \$	Businesskm Total km
Other Total	\$ \$	Percentage business:%
		 Please note that a detailed and accurate log book must be completed for a three-month period every three years or vehicle expense claims will be limited to a maximum of 25% of expenses incurred. If you are operating as a company, please indicate which vehicles you are currently paying Fringe Benefit Tax for:

17 Loan documents and tax invoices for the following:

- Annual loan summary confirming interest and principal repayments made during the year
- Finance documents for any new loan/lease/hire purchase agreements
- Legal fees
- Solicitor's settlement statement and sale and purchase agreements relating to any legal transactions during the year
- Repairs and maintenance over \$1000
- Business insurance premiums
- ACC payments and arrangements
- Donations.

Yes	No/N/A	Already
		provided/ in
		Xero
Yes	No/N/A	Already
		provided/ in
		Xero
Yes	No/N/A	Already
		provided/ in
		Xero
Yes	No/N/A	Already
		provided/ in
		Xero
Yes	No/N/A	Already
		provided/ in
		Xero
Yes	No/N/A	Already
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		Xero
Yes	No/N/A	Already
		provided/ in
		Xero
Yes	No/N/A	Already
		provided/ in
		Xero



Yes No/N/A Already provided/ in Xero

Yes	No/N/A	Already
		provided/ in
		Xero

Yes	No/N/A	Already provided/ in
		Xero

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Contingent liabilities: supply details of any matters which may lead to future liabilities which are 18 uncertain at year end.

19 Bright-line test for sale of residential property

Have you purchased and sold a residential property since 1 October 2015 which is not your main residence?

20 Mixed use holiday home/boat/plane Do you have a property, boat or plane (with a market value of \$50,000 or greater) that is used privately and to derive income?

Related party transactions 21

Do you provide any goods or services to a related party i.e. any other business or entity e.g. trust, shareholder, to which you are associated with. If yes, please complete schedule below:

Type of transaction
e.g. rental income

Name of entity/person ABC Limited

At market value Yes/No

Yes	No/N/A	Already
		provided/ in
		Xero

t	Yes	No/N/A	Already provided/ in Xero
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Yes	No/N/A	Already provided/ in
		Xero
Yes	No/N/A	Already
		provided/ in
		Xero

Yes	No/N/A	Already
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		Xero

provided/ in Xero	Yes	No/N/A	Already
Xero			provided/ in
			Xero

Yes	No/N/A	Already provided/ in
Yes	No/N/A	Xero Already
		provided/ in Xero

Yes	No/N/A	Already
		provided/ in
		Xero

provided/ in Xero

22 Stock on hand / work in progress

Supply stock valuation report as at balance date. If you estimate your stock to be less than \$10,000 at the end of your income year, you may have the option of not physically counting your stock. In these circumstances we will record your closing stock at the same value as your opening stock. Pleas indicate if you would like to use this option. (Note that if your annual turnover is more than \$. million, you are not able to use this option).

Supply work in progress report including material cost, labour costs and overhead costs as at date.

Do you receive deposits in advance?

TRUSTS ONLY to complete 23

Gifting programme

Please advise the date of gifts made to your trust during the financial year. If you have copies of the gifting documentation from your solicitor, please attach this.

Major transactions

Please provide a list of any major transactions that have occurred during the financial year that affect the trust.

Changes in trustees or beneficiaries

Have there been any changes in trustees or beneficiaries during the year? If yes, please provide details.

Is the settlor resident in NZ?

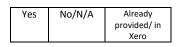
Your will

Have you updated your will within the last five years?

(It is important that your will aligns with the terms of your trust deed – please call us if you wish to discuss this further).

Trust Deed

Have there been any changes to the trust deed?



Yes	No/N/A	Already
		provided/ in
		Xero

Yes	No/N/A	Already provided/ in Xero

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ase			
51.3			
balance	Yes	No/N/A	Already provided/in

Yes	No/N/A	Already provided/ in
		Xero

24 **COVID/Cyclone Support received**

Have you received any Government Support payments or loans? Supply details including number of fulltime/part-time employees, date of application and how much received, or a copy of the application.

OTHER INFORMATION

If you have any other information, which you feel may be relevant to, or included in your tax return that has not been included in the above questions, please attach full details. i.e. any significant changes in your business, wealth or income.

Yes	No/N/A	Already
		provided/ in
		Xero