



**PKF**

**PKF Francis Aickin Limited**  
Chartered accountants and business advisers

**Investment or Non-Trading Trust**

**Annual Questionnaire**

**C**

**2021**



**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: \_\_\_\_\_

**Information required to complete your tax return:**

**TICK**

1. Provide bank statements for the year for all current accounts, savings accounts, term deposits or credit cards. 

Yes	No
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2. **Investment Income**  
Supply details and copies of certificates and statements for the income year.
  - Interest/dividends/PIE income/FIF income. 

Yes	No
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3. **Capital Expenditure**  
Supply copies of tax invoices for fixed assets purchased and/or sold.  
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. 

Yes	No
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4. **Loan documents and tax invoices for the following:**
  - Annual loan summary confirming interest and principal repayments made during the year 

Yes	No
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  - Finance documents 

Yes	No
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  - Legal fees 

Yes	No
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  - Solicitor's settlement statements and sale and purchase agreements relating to any legal transactions during the year 

Yes	No
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  - Repairs and maintenance over \$500 

Yes	No
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  - Business insurance premiums 

Yes	No
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  - ACC payments and arrangements 

Yes	No
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  - Donations. 

Yes	No
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5. **Rental and leased property**  
If you received rent from some property/properties, please complete separate rental questionnaire. 

Yes	No
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6. **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? 

Yes	No
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7. **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? If yes, please complete separate mixed-use questionnaire. 

Yes	No
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8. **Related party transactions**

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:

Yes	No
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For example:

**Type of transaction**

*e.g. rental income*

**Name of entity/person**

*ABC Limited*

**At market value Yes/No**

*Yes*

_____	_____	_____
_____	_____	_____

9. **Gifting programme**

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

Yes	No
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10. **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?
- Have there been any changes to the Trust Deed?

Yes	No
Yes	No
Yes	No

11. **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)

Yes	No
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**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.

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