Client Questionnaire - Trust

Ensure this questionnaire is completed and included with your records

		•	_	
Client Name		Phone:		
Delenes Dete		Fax:		
Balance Date		Email:		
To: Naylor Lawrence & Associates Terms of Engagement				
I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for the current financial year. I/We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. I/We understand that you will rely upon the information provided by me/us. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the Financial Statements in so far as third parties are concerned, or in the fulfilling of any statutory audit requirements. I/We understand that during preparation of the Financial Statements and Taxation Returns you will not be specifically investigating non-compliance with laws and regulations – however, should anything come to light of this nature during this process, you will bring that to my/our attention.				
I/We understand that the Financial Statements and Taxation Returns are prepared for my/our own use and to determine my/our taxation liabilities. If this should change in any material respect, I/we will inform you immediately. You will not accept any responsibility to any person, other than me/us, for the contents of the Financial Statements.				
All other terms and conditions of this engagement are the same as those referred to in the original Engagement Letter I/we signed when I/we became a client.				
Authority is given to obtain information from Inland Revenue, other government agencies and financial institutions about all tax types (except child support), bank and loan accounts in order to complete the above assignments. This includes obtaining information through all Inland Revenue media and communication channels including electronic ones.				
You are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us however you are authorised to sign any other taxation return on behalf of myself/ourselves or any of my/our associated entities.				
Signature			Date	
•				
Convenient time	to call you is:			
Alternative phone	e numbers are:			
When do you war	nt your accounts completed by?			
Would you like us	s to supply a copy to your bank?	Yes 🗌 No	☐ (Tick One)	
	are to be supplied to your bank, e name of your current bank manager:			

Records Required:	√	Comment:
Final Bank Statement		
Supply a copy of your bank statement including any savings, call or term deposit account dated up to your balance date.		
Covid-19 Wage Subsidy and Small Business Loan	Į.	
Have you received the Wage Subsidy?		Date rec: _ / _ / _ \$
Have you received the Government Small Business Loan?.		Date rec:/\$
Loan Statements		
Supply a copy of any loan transaction statements for the financial year up to your balance date.		
Interest and Dividend Certificates		
Supply copies of certificates.		
Accounts Receivable (Debtors) – see attached Schedule 1		
All accounts or amounts owing to you at balance date should be scheduled. Exclude bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date.		Total at Balance Date: \$ GST Included Excluded
Accounts Payable (Creditors) – see attached Schedule 2		
All accounts or amounts owing by you at balance date should be scheduled indicating name of creditor, amount and what the debt is for. Alternatively, mark on cheque butts or highlight in cash book those items in the month following your balance date, which should be included. Holiday pay or bonuses paid within 63 days of your balance date may be included.		Total at Balance Date: \$ GST Included
Capital Expenditure		
Attach details of assets purchased or sold during the year such as motor vehicles, plant and equipment and properties. Where applicable please provide the following details: I Hire purchase or loan agreements Lease agreements All legal statements and agreements Trade-in details Lost, stolen or scrapped items Copy of Tax Invoices A copy of last year's Asset and Depreciation Schedule is attached for your information. We suggest you review the schedule and indicate any assets that no longer exist.		
Other Non-Taxable Income	1	
Did you receive non-taxable income from any other sources? If Yes, please provide details.		
Legal and Loan Documents		
Please attach any solicitor's statements and Sale and Purchase Agreements relating to any legal transactions during the year. Please also include statements and agreements relating to any mortgages, hire purchase, leases or loans. Please include a copy of your latest Rateable Valuation for any properties you own.		

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Business Expenses			
There are a number of invoices that we specifically require. Please ensure the records you provide us with include all paid accounts for:			
 Insurance premiums Legal fees 			
ACC payments and arrangements			
Gifting Programme	I		
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.		Date of Gift	
Major Transactions	1		
Please provide a list of any major transactions that have occurred during the financial year that affect the Trust.			_ _ _
Residential Land Withholding Tax			
Have you sold residential property in New Zealand where Residential Land Withholding Tax has been deducted and paid to the IRD? If so, provide details e.g. IR1100 Residential land withholding tax return and other sale and purchase documents.			
Residential Property Sales	ı	1	
Have you sold any residential property during the year (not otherwise detailed on the information provided)?			
If yes, when was the property purchased?			
If it was purchased with 5 years of the sale date,		\$	
what was the original purchase price			
and the sale price?			
Mixed Use Holiday Home			
Does this entity have a property (such as a holiday home or a bach) that is used	priva	tely and also to derive income? Yes ☐ No ☐	
If yes, provide details of property:			İ
			İ
Was the property empty for 62 days in the income year? If yes, please complete the following section so we can determine the amount of	allow	Yes ☐ No ☐ vable deductions.	
Mixed Use Holiday Home – Information Required			Ì
The number of days the property was empty during the income year			Ì
The number of days the asset was used by family or associated persons* during OR where income from any person received was less than 80% of market rate * Associated persons include close relatives, or if owned by an entity, persons associated to the control of		<u></u> ,	
If there is more than one tenant who used the property through the year, please	attacl	h details.	
Name of tenant:			Ì
Relationship to owner (if any):			Ì
Amount of rent they paid: \$			Ì
Dates rented (From: To)			İ
Expenses incurred in respect of the property (the list below is not exhaustive – d Cost of advertising for tenants	etails	of all expenses will be required): \$	
Cost of repairing damages caused by tenants		\$	ı
Number of days spent in the property while repairing damages caused by tenant	S		i

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Mortgage interest			\$	
Rates			\$	
Insurance			\$	
Repairs/maintenance for general wear and to	ear		\$	
Other (please give details) :				
Mixed Use Boat or Plane				
Does this entity have a boat or plane (with a	market value of \$50,000 or greater),	, that is	used privately and also to	
derive income?			Yes 🗌 No 🔲	
If Yes, provide details:				
•				
Market value: \$				
Ψ				
Was the asset unused for 62 days in the inco	ome year?		Yes 🗌 No 🗌	
If yes, please complete the following section	so we can determine the amount of	allowal	ble deductions.	
Mixed Use Boat or Plane – Informatio	n Poquirod			
MIXEG OSE BOAT OF FIGURE - IIIIOIIIIALIO	<u>ii Nequiieu</u>			
The number of days the asset was unused of	during the income year			
The number of days the asset was used by f	amily or associated persons* during	the inc	ome year	
OR where income from any person received	was less than 80% of market rate			
* Associated persons include close relatives, or if	owned by an entity, persons associated v	with the	entity owning the property	
For non-associated persons where payment	received is at least 80% of market v	alue:		
Number of days the asset was used:				
Income received:	\$			
Figure 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1	(Ab - 1) - t b - l	-4-! 4	f -	
Expenses incurred in respect of the property Cost of advertising for hireage	(the list below is not exhaustive – de	etaiis oi	f all expenses will be required):	
Cost of advertising for filleage Cost of repairing damages caused by hireag	0		Ψ ¢	
	C		\$ \$	
Operating costs / supplies			Φ	
Insurance Pengira/maintenance for general wear and to	205		Φ	
Repairs/maintenance for general wear and to	s ai		<u>φ</u>	
Other (please give details)				
Cryptoassets				
• •	during the income year? If as			
Have you received or traded in cryptoassets please provide the following information:	during the income year? It so,			
 The type of cryptoasset 				
 For each transaction provide the da or disposed of, number of units, val 				
Total units of each cryptoasset held year	at the beginning and end of the			
Exchange records and bank statem	ents			
Wallet addresses				
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Thank you for completing this questionnaire Don't forget to sign it

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Schedule 1 – Accounts Receivable (Debtors) Amounts owing to you at your balance date.

Client Name			
Name of Debtor	Description of Sale	Code	Total Incl GST
Totals			

Schedule 2 – Accounts Payable (Creditors) Amounts owing by you at your balance date.

Name of Creditor	Description of Goods	Code	Total Incl GST

Totals

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