TAX & TRUST PROFESSIONALS

Ph: 835-4222 **Web: www.taxandtrust.co.nz**
Fax: 837-0531 **email: office@taxandtrust.co.nz**

2011 Questionnaire

Client Name

The records and information set out below are required to complete your 2011 tax return and accounts. Please answer all questions by marking the applicable box and attaching all relevant information. **Please note that the final page includes an area to be signed, please sign this area and return this form.**

Please ensure that this form is completed and returned with your accounting information as it is an important source of information to complete your records.

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.

Please advise in the following box any change of address or contact numbers and supply an email address if you have one.

INCOME FROM EMPLOYMENT

As you are linked with this agency the Inland Revenue will send to us (in the middle of May) a summary of earnings for the period 1 April 2010 to 31 March 2011. This summary of earnings will include from PAYE sources and Withholding Tax Sources

Information below should be for the period 1 April 2010 to 31 March 2011.

- **Business Bank Accounts**
  Please provide bank statements, Credit card statements,
  cheque and deposit books for all Business Bank Accounts. Y / N / A

- **Special Note to all existing GST clients**
  We will have been processing your information every two/six months, so we will only need a copy of the ending balance of your business bank a/c's as at March 2011

- **Accounts Receivable**
  Please provide full details of amounts owing to you for the above year and not paid by the 31 March 2011 Y / N

- **Accounts Payable**
  Please provide amounts owed by you, for the above year and not paid prior to the 31 March 2011. Y / N

- **Stock**
  Stock on hand valued over $5000 at balance date, please provide. Y / N

- **Fixed Assets**
  Details of any fixed assets purchased or sold during the year and if purchased on Hire Purchase a copy of their agreements or Lease Y / N

- **Expenses paid privately**
  Please provide details of any business expenses or assets paid from private sources (e.g. personal bank accounts, credit cards or loans). Y / N

- **Mortgages/ Loans**

Full details of any mortgages or loans raised for business purposes and any loan fees and interest paid on them for the tax year ended 31 March 2011. Supplying statements with details for full year is definitely helpful. Y / N

- **Investment Income**

Details of any income or investments held by the business.
Include a copy of any Resident Withholding tax certificates Received. Y / N

- **GST**

Copies of all GST returns and workings for each period for the year ended 31 March 2011 Y / N

- **Other Information**

Please provide any other details that would be useful in preparing Your 2011 accounts and tax return. If there is an expense or an item Of income that you are unsure of please provide details and I will Assess whether we can deduct it, or have to declare it. Y / N

MOTOR VEHICLE EXPENSES

(Sole Traders and Partnerships only)

What percentage of your total vehicle running was made in connection with operating your business? (Please not percentage in the box below)

Note: a vehicle logbook should be completed for the first three months the car is used and the business mileage divided by the total mileage will become the percentage used for business

Note: This percentage will last for three years, after which a new logbook will need to be completed.

If you require help in preparations of the logbook please do not hesitate to call.

ADDRESS: 52 Swanson Road, Henderson

(Companies)

Vehicles in companies may be subject to fringe benefit tax, before you bring a vehicle into a company please ring us to discuss whether this is the best option. Note: Commercial vehicles in a company will not be subject to Fringe Benefit Tax as long as certain conditions are met.

HOME OFFICE CLAIM

If you use your home for business you can claim expenses for the part or parts of the home
You use for business.

For a new home office claim please supply the following information:

Cost Price of House $ .... (Actual amount you paid for the home)

Valuation (either Government valuation, independent valuation, or details from your rates demand)

From Valuation	Land Value	$..................
	Improvements	$..................
	Capital Value	$...................

Area of house used for business (%age): ....
(Calculate the square metres of the area used for business against the total square metres of the house)

For an existing Home Office Claim please give details of the following expenses for the period 1 April 2010 to 31 March 2011. If only for a part year claim please supply for the period used.

Light and Power for the year.
Home and Contents Insurance for the year.
Interest on Mortgage or House Loans for the year.
Repairs and Maintenance for the year.
Rates and Water Rates for the year.

As your business grows the area for business may increase, please advise the area used for business if it has changed from last year, and the reason for change in area used.

New Percentage

Reason for change:

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OTHER INCOME

- **Interest**

If you have received interest please provide copies of your Resident Withholding Tax (RWT) certificates for the year ended 31 March 2011. Y / N

- **Dividends**

If you have received dividends during the year 1 April 2010 to 31 March 2011 please provide copies of the dividend butts showing the gross dividends, RWT, and/or imputation credits attached. If your dividends have been capitalised into shares you will still need to provide the above information as the dividends are still taxable. Y / N

Note: Dividends form Power Boards should also be included

- **Partnerships / trusts / Estates**

If you receive income of losses from any other investment please Provide full details. Examples could be:

Income from trust or Estate
Income or loss from Partnership Y / N

Note: Income from Unit Trusts should be included under the interest section.

If you are interested in learning more about setting up your own Family Trust indicate here. Y / N

- **Rental**

Do you receive rental income? If yes, I have a separate sheet about information required for clients with a rental property. Y / N

- **Family Assistance**

If you already receive family assistance you should have already filled in a FS1 form. If you have not previously claimed family Assistance but may be entitled to claim please call me and I will forward out a FS1 for completion. Y / N

Note: Inland Revenue Department now calculates entitlements.

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Client Declaration

I / We confirm that to the best of my / our knowledge the above information includes all income and expenses earned or expensed by me / us for the year ended 31 March 2011.

I / We accept responsibility for the accuracy and completeness of the information supplied.

Signed ....

Dated ....