

## 2023 Trust Client Questionnaire

Ensure this questionnaire is completed and included with your records

Client Name		Phone:	
Balance Date		Fax:	
		Email:	

To: PKF Tauranga Limited

### **Terms of Engagement**

I/We hereby instruct you PKF Tauranga Limited and staff/contractors as applicable to prepare my/our Financial Statements and Taxation Returns for the 2023 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.

I/We also accept that you have the right to charge interest on overdue accounts at the rate of 1.5% per month, and that all accounts are due for payment by the 20<sup>th</sup> of the month following invoice date. The charging of such interest will be at your discretion. I/We accept that any collection costs you incur will be fully recoverable from me/us.

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.

I/We authorise your organisation to act as our agent for ACC levy purposes for all associated entities. This authorisation allows your organisation to query and change information on my/our ACC levy account(s) through ACC staff, and through MyACC for Business. This authority will also allow your organisation's main representative discretion to delegate access to my/our ACC information to other members of your organisation. Other delegated members of your organisation will also be able to query and change information on my/our ACC levy account.

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.

Name	IRD Number	Signature	Date

**If a trustee is a company**

**Under the Companies Amendment Act 2014 there is now a requirement for all directors to provide their place of birth and date of birth AND in addition, there must be at least one director that either lives in New Zealand; or lives in Australia and is a director of a company incorporated in Australia:**

Director	Date of birth	City / Town of birth	Country of birth	Current residential address

Convenient time to call you is:	
Alternative phone numbers are:	
When do you want your accounts completed by?	
Preferred method of receiving accounts:	
Bound hard copy	Yes <input type="checkbox"/> No <input type="checkbox"/> (Tick One)
Digital soft copy	Yes <input type="checkbox"/> No <input type="checkbox"/> (Tick One)
Would you like us to supply a copy to your bank?	Yes <input type="checkbox"/> No <input type="checkbox"/> (Tick One)
If your accounts are to be supplied to your bank, please advise the name of your current bank manager:	



Have you received the Covid-19 Leave Support Payments? (please note all dates and receipts)

Date rec: \_\_/\_\_/\_\_ \$ \_\_\_\_\_ Date rec: \_\_/\_\_/\_\_ \$ \_\_\_\_\_

Date rec: \_\_/\_\_/\_\_ \$ \_\_\_\_\_ Date rec: \_\_/\_\_/\_\_ \$ \_\_\_\_\_

Date rec: \_\_/\_\_/\_\_ \$ \_\_\_\_\_ Date rec: \_\_/\_\_/\_\_ \$ \_\_\_\_\_

Have you received Covid-19 Short-Term Absence Payments? (please note all dates and receipts)

Date rec: \_\_/\_\_/\_\_ \$ \_\_\_\_\_

Date rec: \_\_/\_\_/\_\_ \$ \_\_\_\_\_

Date rec: \_\_/\_\_/\_\_ \$ \_\_\_\_\_

Have you received Resurgence Support Payments? (please note all dates and receipts)

Date rec: \_\_/\_\_/\_\_ \$ \_\_\_\_\_

Date rec: \_\_/\_\_/\_\_ \$ \_\_\_\_\_

Date rec: \_\_/\_\_/\_\_ \$ \_\_\_\_\_

Have you received a Covid-19 Cultural Sector Emergency Relief Grant or other Covid-19 support payments?

Please provide details if it is an "other" Covid-19 support payment

Date rec: \_\_/\_\_/\_\_ \$ \_\_\_\_\_

Date rec: \_\_/\_\_/\_\_ \$ \_\_\_\_\_

Have you received the Covid-19 Small Business Loan?

Date rec: \_\_/\_\_/\_\_ \$ \_\_\_\_\_

Have any amounts of Covid-19 support payments been repaid back?

Please provide details of payment and reason for repayment

Date paid back: \_\_/\_\_/\_\_ \$ \_\_\_\_\_ Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Loan Statements**

Supply a copy of any loan transaction statements for the financial year up to your balance date, including loans that have been refinanced or repaid during the year.

**Goods & Services Tax (GST) Returns**

Please supply your copies of Goods & Services Tax (GST) returns and work papers if not filed via Xero.

If we prepare your GST returns, then this information is not required.

**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.  Total at Balance Date: \$ \_\_\_\_\_

**Exclude** bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date.  **GST Included**  **Excluded**

<b>Accounts Payable (Creditors) – see attached Schedule 2</b>		
All accounts or amounts owing by you at balance date should be scheduled indicating name of creditor, amount and what the debt is for.	<input type="checkbox"/>	Total at Balance Date: \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
<b>Capital Expenditure</b>		
<p>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:</p> <ul style="list-style-type: none"> <li>▪ Hire purchase or loan agreements <input type="checkbox"/></li> <li>▪ Lease agreements <input type="checkbox"/></li> <li>▪ All legal statements and agreements <input type="checkbox"/></li> <li>▪ Trade-in details <input type="checkbox"/></li> <li>▪ Lost, stolen or scrapped items <input type="checkbox"/></li> <li>▪ Insurance pay out <input type="checkbox"/></li> <li>▪ Copy of Tax Invoices <input type="checkbox"/></li> </ul> <p>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.</p>		
<b>Other Non-Taxable Income</b>		
Did you receive non-taxable income from any other sources? If Yes, please provide details.	<input type="checkbox"/>	
<b>Legal and Loan Documents</b>		
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.	<input type="checkbox"/>	
<b>Business Expenses</b>		
<p>There are a number of invoices that we specifically require. Please ensure the records you provide us with include all paid accounts for:</p> <ul style="list-style-type: none"> <li>▪ Insurance premiums <input type="checkbox"/></li> <li>▪ Legal fees <input type="checkbox"/></li> </ul>		
<b>Gifting Programme</b>		
<p>Please advise details of gifts made to your trust during the financial year. If you have copies of the gifting documentation from your solicitor, please attach</p> <p>Please provide any acknowledgement of debts if available.</p>	<input type="checkbox"/>  <input type="checkbox"/>	Date of Gift _____ Amount \$ _____
<b>Major Transactions</b>		
Please provide a list of any major transactions that have occurred during the financial year that affect the Trust.	<input type="checkbox"/>	
<b>Rental Property Details</b>		
Please provide us with the addresses of any rental properties you have. Address: _____ Address: _____ Address: _____		If a property was not rented for a full 12 months, please provide details of why it was vacant. _____ _____
<b>Rental Income and Expenditure</b>		<input checked="" type="checkbox"/>
Please supply bank statements clearly identifying and detailing all transactions that relate to the rental properties <b>OR</b> Please provide details of the following for each rental property. Use a separate sheet if necessary.	<input type="checkbox"/>  <input type="checkbox"/>	
<b>Income:</b> Total Rent Received \$ _____		

**Expenses:**

Accounting fees	\$ _____	Phone	\$ _____
Advertising (to rent)	\$ _____	Power	\$ _____
Bank fees	\$ _____	Rates	\$ _____
Insurance	\$ _____	(including regional council rates)	
Legal fees	\$ _____	Repairs and Maintenance	\$ _____
Management fees	\$ _____	(please attach details or invoices)	
Mortgage Interest	\$ _____	Valuation fees	\$ _____
(attach copy of loan statements from bank)		Water rates	\$ _____

Details of any other expense relating to rental property:

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Details of visits to inspect property/conduct property business:

Date	Details	Kilometres
_____	_____	_____
_____	_____	_____
_____	_____	_____

**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**

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 10 years of the sale date,

- what was the original purchase price \$ \_\_\_\_\_
- and the sale price? \$ \_\_\_\_\_
- has it been used as your main home for the full time it has been owned? If not, please provide dates and details on the nature of the shared use.

**Mortgage Interest Paid on Residential Properties**

Have you incurred interest on residential properties owned (which is not your main family home)? Is the interest also against properties other than residential rentals? If so, please provide details of amount of interest and dates paid.

**Mixed Use Holiday Home**

Does this entity have a property (such as a holiday home or a bach) that is used privately and also to derive income?

Yes  No

If yes, provide details of property: \_\_\_\_\_

---

Was the property empty for 62 days or more in the income year? Yes  No

If yes, please complete the following section so we can determine the amount of allowable deductions.

**Mixed Use Holiday Home – Information Required**

The number of days the property was empty during the income year \_\_\_\_\_

The number of days the asset was used by family or associated persons\* during the income 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 with the entity owning the property

If there is more than one tenant who used the property through the year, please attach details.

Name of tenant: _____ Relationship to owner (if any): _____ Amount of rent they paid: \$ _____ Dates rented (From: To) _____	<input type="checkbox"/>
Expenses incurred in respect of the property (the list below is not exhaustive – details of all expenses will be required):	
Cost of advertising for tenants	\$ _____
Cost of repairing damages caused by tenants	\$ _____
Number of days spent in the property while repairing damages caused by tenants	_____
Mortgage interest	\$ _____
Rates	\$ _____
Insurance	\$ _____
Repairs/maintenance for general wear and tear	\$ _____
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? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span>	<input type="checkbox"/>
If Yes, provide details: Description: _____ Market value: \$ _____	
Was the asset unused for 62 days or more in the income year? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span>	
If yes, please complete the following section so we can determine the amount of allowable deductions.	
<b><u>Mixed Use Boat or Plane – Information Required</u></b>	
The number of days the asset was <b>unused</b> during the income year _____	
The number of days the asset was used by family or associated persons* during the income year _____ OR where income from any person received was less than 80% of market rate _____	
<small>* Associated persons include close relatives, or if owned by an entity, persons associated with the entity owning the property</small>	
For non-associated persons where payment received is at least 80% of market value:	
Number of days the asset was used: _____	
Income received: \$ _____	
Expenses incurred in respect of the property (the list below is not exhaustive – details of all expenses will be required):	
Cost of advertising for hireage	\$ _____
Cost of repairing damages caused by hireage	\$ _____
Operating costs / supplies	\$ _____
Insurance	\$ _____
Repairs/maintenance for general wear and tear	\$ _____
Other (please give details) _____	

**Cryptoassets**

Have you received or traded in cryptoassets during the income year? If so, please provide the following information:

- The type of cryptoasset
- For each transaction provide the date, type of transaction i.e. received or disposed of, number of units, value in NZD
- Total units of each cryptoasset held at the beginning and end of the year
- Exchange records and bank statements
- Wallet addresses

**Thank you for completing this questionnaire - don't forget to sign it**



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

Client Name	
-------------	--

**NOT REQUIRED IF USING XERO STARTER, STANDARD OR PREMIUM SOFTWARE**

Name of Debtor	Description of Sale	Code	Total Incl GST

<b>Totals</b>	
---------------	--

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

**NOT REQUIRED IF USING XERO STARTER, STANDARD OR PREMIUM SOFTWARE**

Name of Creditor	Description of Goods	Code	Total Incl GST

<b>Totals</b>	
---------------	--