2025 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 2025 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, and those published on the website https://pkftauranga.co.nz/media/icllb3ik/2025-pkft-tcs.pdf

I/We agree to provide and personally guarantee all fees incurred by myself/ourselves and all associated entities.

I/We also accept that you have the right to:

a. charge me/us a fee equal of 25% of the unpaid portion of the invoice amount and all other legal and collections costs not covered by the fee; and
b. charge interest at the rate of 13% per month from the due date. You shall be entitled to exercise a general lien over the books, records, related documents, and other such chattels that may come into your possession for the purpose of performing professional services for me/us until all costs and charges whatsoever or professional services of any nature to me/us have been fully paid.

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.

Trustee 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:
If not provided already, could you please provide the following details for the Trustees and Beneficiaries as well

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 ☐ No ☐ (Tick One)
Digital soft copy	Yes ☐ No ☐ (Tick One)
Would you like us to supply a copy to your bank?	Yes ☐ No ☐ (Tick One)
If your accounts are to be supplied to your bank, please advise the name of your current bank manager:	

Records Required:	✓	**Comment:**
Bank Statements, Cash books, etc		
Where an **online accounting system** is used (e.g. Banklink / Xero / MYOB), please provide: ▪ Final bank statement for the year for all bank accounts	☐	
Where a non cloud based computerised accounting system is used (e.g. MYOB), please provide the following: ▪ General Ledger Detailed, General Ledger Summary, Trial Balance, Profit & Loss, Balance Sheet, GST Reconciliation. ▪ Copy of bank reconciliation as at balance date for all bank accounts. ▪ Final bank statement for the year for all bank accounts	☐	
Where a **Cashbook (computerised / manual)** or **no system** is used, please provide: ▪ Cashbook (if one is kept, including one-month past balance date) ▪ Copy of bank reconciliation as at balance date for all bank accounts ▪ Bank statements for the full year for all bank accounts **Note**: If no cashbook has been kept, please ensure that bank statements include the details of what each deposit and withdrawal was for.	☐	
IRD Disclosure requirement information (excluding non-active trusts)		
If not provided already, could you please provide a copy of the trust deed and any amendments made to this.	☐	
Please provide the following information for all **settlors** and **beneficiaries** of the Trust:		
▪ Full name	☐	
▪ Date of birth or commencement date (for non-individuals)	☐	
▪ Jurisdiction of tax residency (if not NZ)	☐	
▪ IRD number (or Tax Identification Number for those not resident in NZ)	☐	
Please provide details of any settlements made to the Trust by settlors or any other persons (including those valued at zero)	☐	
Please provide details of any distributions made to beneficiaries, including the following:		
▪ Distributions of accounting income	☐	
▪ Distributions of capital, corpus or trust assets	☐	
▪ Use of trust property for less than market value	☐	
▪ Forgiveness of debt	☐	
If not already provided above, can you please provide the following details of any person who has the power to appoint/dismiss a trustee, add/remove a beneficiary, or to amend the trust deed.		
▪ Full name	☐	
▪ Date of birth or commencement date (for non-individuals)	☐	
▪ Jurisdiction of tax residency (if not NZ)	☐	
▪ IRD number (or Tax Identification Number for those not resident in NZ)	☐	
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. If there is a new loan taken during the year, please provide the purpose of the loan.	☐	
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. **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.	☐	Total at Balance Date: $ _____________________ **GST Included** ☐ **Excluded** ☐
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: ▪ Hire purchase or loan agreements ▪ Lease agreements ▪ All legal statements and agreements ▪ Trade-in details ▪ Lost, stolen or scrapped items ▪ Insurance pay out ▪ Copy of Tax Invoices A copy of last year's Asset and Depreciation Schedule is attached for your information. Please can you review the schedule and indicate any assets that no longer exist.	 ☐ ☐ ☐ ☐ ☐ ☐ ☐	
Other Non-Taxable Income		
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.	☐	
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 policy documents ▪ Legal fees ▪ Invoices for Repair & Maintenance expense items costing over $1,000	 ☐ ☐	
Gifting Programme		
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 Please provide any acknowledgement of debts if available.	☐ ☐	Date of Gift _______________ Amount $ _______________
Major Transactions		
Please provide a list of any major transactions that have occurred during the financial year that affect the Trust.	☐	

Rental Property Details

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.

____

____

Rental Income and Expenditure ✓

Please supply bank statements clearly identifying and detailing all transactions that relate to the rental properties ☐
OR
Please provide details of the following for each rental property. Use a separate sheet if necessary. ☐

Income:

Total Rent Received $______________

Expenses:

Accounting fees	$______________	Phone	$______________
Advertising (to rent)	$______________	Power	$______________
Bank fees	$______________	Rates	$______________
Insurance (provide invoices)	$______________	(including regional council rates)	
Legal fees (provide invoices)	$______________	Repairs and Maintenance	$______________
Management fees	$______________	(please attach details or invoices)	
Mortgage Interest (attach copy	$______________	Valuation fees	$______________
of loan statement **for each month** 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. ☐

Other Details Required (if applicable)

- Solicitors Settlement Statement ☐
- Sale and Purchase Agreement ☐
- Loan details for property purchased ☐
- A copy of the latest Rateable Valuation ☐
- Any notifications provided to IRD of residential property held on revenue account (taxable on sale) ☐
- A list of chattels with their dates and value for properties bought or sold during the year ☐

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.

<u>Mixed Use Holiday Home – Information Required</u>

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) ____

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? Yes ☐ No ☐ ☐

If Yes, provide details:

Description: ____________________

Market value: $________________

Was the asset unused 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 Boat or Plane – Information Required

The number of days the asset was **unused** 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

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

Totals	

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

Totals	