

Business Questionnaire



THIS FORM MUST BE COMPLETED & ACCOMPANY YOUR RECORDS.

Client Year.....2016/2017.....

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|---------------------------------|--|--------------------------------------|
| 1. Transaction Details | Have we processed your transactions and prepared your GST returns during the year?
If yes go to Question 2
If no please provide either:
a) statements for the entire year on all bank and credit card accounts operated by the business with details of transactions narrated, or
b) a cash book or other summary which reconciles to the bank statements & the statements covering balance date. | Yes / No |
| 2. Non business accounts | Has any income been banked to, or any expenses paid from, accounts other than those for which details are given? (if yes please attach details). | Yes / No |
| 3. Stock | Did the business hold trading stock with a cost price of more than \$10,000 at the end of the financial year?

If yes , please provide details.
For livestock attach a schedule of tallies at balance date. | Yes / No |
| 4. Accounts Receivable | Were there any amounts invoiced prior to balance date but not received until later?
If yes , please provide details*. | Yes / No |
| 5. Accounts Payable | Were there any bills payable at balance date but not paid until later?
If yes , please provide details*. | Yes / No |
| 6. Fixed Assets | Have you provided invoices for assets costing > \$500 bought during the year?
Detail any assets sold or written-off during the year. | Yes / No / NA |
| 7. Hire Purchase | Have you provided documentation of any Hire Purchase entered into during the year? | Yes / No / NA |
| 8. Motor Vehicles | Are there any vehicles for which you are claiming only part of the running costs?
If yes , what % has been claimed?
When was the last log book kept? | Yes / No

_____ %
_____ |
| 9. Goods for Own Use | Cost price of goods taken for own use? | \$..... |
| 10. Home Office | a) Has the area of business use changed from last year?
If yes , provide updated details.

b) Please provide a list of dwelling expenses for the year (i.e. rent, rates, power, repairs, insurance, interest)

c) Have you claimed GST on the above? | Yes / No

Yes / No |

***Schedules are available in the Resources section of our website www.biztax.co.nz**

11. **Telecommunications** What percentage of the following have you claimed in your GST Returns?
a) Home telephone%
b) Home internet%
c) Cellphone%
12. **Wages** Have wages been paid at any time during the year? Yes / No
13. **Income Insurance** Do you have any income replacement/loss of earnings insurance? Yes / No
If **yes**, please provide copy of premium invoice or schedule of benefits.
14. **Asset Insurance** Do you have more than one asset insured under a single policy? Yes / No
If **yes** we need the insurance schedule detailing the assets insured.
15. **Loan Statements** Have you provided statements/summaries for all bank loans showing: Yes / No / NA
a) Interest for the year.
b) Amount outstanding at balance date.
16. **Working for Families** Do you wish us to calculate your entitlement? Yes / No / NA
If **yes** please complete Supplement WFF questionnaire. This is available under the Resources tab at www.biztax.co.nz or call us and we will send you one.
17. **Donations** Do you want us to claim the rebate for donations made? Yes / No / NA
If **yes** please provide receipts.
If you want to claim this yourself, please DO NOT file claim with IRD until AFTER your Income Tax Return has been processed.
18. **Investment Income** Have you provided the **annual summaries** of interest received and **advices of all dividends**? Yes / No / NA
19. **Overseas Income** Did you receive overseas income from any source? Yes / No
e.g. interest, dividends, pension.
If **yes**, please provide full details.
20. **Foreign Pension Schemes** Have you transferred any foreign based pension scheme to a NZ or Australian scheme(including KiwiSaver) in the last 5 years? Yes / No

I request that Business & Tax Centre Ltd prepare financial statements and Income Tax Returns based on the information provided above. I accept absolute responsibility for the accuracy and completeness of the records and all information provided.

Signed

Date