

# Business Questionnaire



**THIS FORM MUST BE COMPLETED & ACCOMPANY YOUR RECORDS.**

Client ..... Year.....2017/2018.....

- |                                 |  |                                  |
|---------------------------------|--|----------------------------------|
| 1. <b>Transaction Details</b>   | Have we processed your transactions and prepared your GST returns during the year?<br>If <b>yes go to Question 2</b><br>If <b>no</b> please provide either:<br>a) statements for the entire year on all bank and credit card accounts operated by the business with details of transactions narrated, or<br>b) a cash book or other summary which <b>reconciles</b> to the bank statements & the statements covering balance date. | Yes / No                         |
| 2. <b>Non business accounts</b> | Has any income been banked to, or any expenses paid from, accounts other than those for which details are given? (if <b>yes</b> please attach details).  | Yes / No                         |
| 3. <b>Stock</b>                 | Did the business hold trading stock with a cost price of more than \$10,000 at the end of the financial year?<br><br>If <b>yes</b> , please provide details.<br>For livestock attach a schedule of tallies at balance date.  | Yes / No                         |
| 4. <b>Accounts Receivable</b>   | Were there any amounts invoiced prior to balance date but not received until later?<br>If <b>yes</b> , please provide details*.  | Yes / No                         |
| 5. <b>Accounts Payable</b>      | Were there any bills payable at balance date but not paid until later?<br>If <b>yes</b> , please provide details*.   | Yes / No                         |
| 6. <b>Fixed Assets</b>          | Have you provided invoices for assets costing > \$500 bought during the year?<br>Detail any assets sold or written-off during the year.  | Yes / No / NA                    |
| 7. <b>Hire Purchase</b>         | Have you provided documentation of any Hire Purchase entered into during the year?   | Yes / No / NA                    |
| 8. <b>Motor Vehicles</b>        | Are there any vehicles for which you are claiming only part of the running costs?<br>If <b>yes</b> , what % has been claimed?<br>When was the last log book kept?  | Yes / No<br><br>_____ %<br>_____ |
| 9. <b>Goods for Own Use</b>     | Cost price of goods taken for own use?   | \$.....                          |
| 10. <b>Home Office</b>          | a) Has the area of business use changed from last year?<br>If <b>yes</b> , provide updated details.<br><br>b) Please provide a list of dwelling expenses for the year (i.e. rent, rates, power, repairs, insurance, interest)<br><br>c) Have you claimed GST on the above?   | Yes / No<br><br><br><br>Yes / No |

**\*Schedules are available in the Resources section of our website [www.biztax.co.nz](http://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](http://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 .....