

Business Questionnaire



THIS FORM MUST BE COMPLETED & ACCOMPANY YOUR RECORDS.

Client Year.....2018/2019.....

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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**

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| 11. Telecommunications | <p>What percentage of the following have you claimed in your GST Returns?</p> <p>a) Home telephone%</p> <p>b) Home internet%</p> <p>c) Cellphone%</p> | |
| 12. Wages | Have wages been paid at any time during the year? | Yes / No |
| 13. Income Insurance | <p>Do you have any income replacement/loss of earnings insurance?</p> <p>If yes, please provide copy of premium invoice or schedule of benefits.</p> | Yes / No |
| 14. Asset Insurance | <p>Do you have more than one asset insured under a single policy?</p> <p>If yes we need the insurance schedule detailing the assets insured.</p> | Yes / No |
| 15. Loan Statements | <p>Have you provided statements/summaries for all bank loans showing:</p> <p>a) Interest for the year.</p> <p>b) Amount outstanding at balance date.</p> | Yes / No / NA |
| 16. Working for Families | <p>Do you wish us to calculate your entitlement?</p> <p>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.</p> | Yes / No / NA |
| 17. Donations | <p>Do you want us to claim the rebate for donations made?</p> <p>If yes please provide receipts.</p> <p>If you want to claim this yourself, please DO NOT file claim with IRD until AFTER your Income Tax Return has been processed.</p> | Yes / No / NA |
| 18. Investment Income | Have you provided the annual summaries of interest received and advices of all dividends ? | Yes / No / NA |
| 19. Overseas Income | <p>Did you receive overseas income from any source?</p> <p>e.g. interest, dividends, pension.</p> <p>If yes, please provide full details.</p> | Yes / No |
| 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