

Business Details

Business Activity

Business Name

Year End Date 01 April 2019 - 31 March 2020

IRD Number

Contact Details – to ensure we have up to date records, please complete the following contact method

Preferred

Business Phone

Fax

Home Phone

Cell

Email

Business Postal Address

Business Street Address

Home Address

Authority to obtain information from Third Parties

TO: Tax Experts Limited
Chartered Accountants
Level 1, 208 Great South Road
Papatoetoe, Auckland 2025

We confirm that Tax Experts Limited, Chartered Accountants are authorised to act on our behalf. We understand that from time to time you will be required to provide, discuss and/or obtain information concerning our affairs in order to carry out work undertaken on our behalf.

Accordingly, we authorise you to obtain, discuss and/or provide information to such third parties as is necessary to carry out your work for us.

Tax Experts Limited, Chartered Accountants are authorised to access, discuss, obtain information for all tax types and to communicate with the Inland Revenue Department ("IRD") by any method of communication on my behalf and to disclose relevant information regarding my taxation affairs to the IRD.

We authorise the IRD for all purposes under the Privacy Act 1993, the Tax Administration Act 1994 and any other law relating to privacy, do disclose to Tax Experts Limited, Chartered Accountants by any method of communication such information regarding our taxation affairs as Tax Experts Limited, Chartered Accountants may request from time to time.

Further, this authority without limitation applies to the Inland Revenue Department (excluding child support), Income Support, banks, finance companies, investment advisers, insurers, Lawyers, Solicitors, Statistics Department and the Companies Office and specifically to access and update the company details on Companies Office register.

Signature

Name

Date

Information for Accounts

To help us in the preparation of your annual accounts please complete the following:

	Records Required	■	Comment
	Bank Statements, Cheque Butts, Cash Books etc		
1	<p>Where no Cashbook is supplied, please provide and include one month past balance date:</p> <ul style="list-style-type: none"> ▪ Bank statements including any savings account or term deposit ▪ Cheque & Deposit butts showing the nature of each payment/deposit ▪ Receipt books. Make sure any items not for business sales are clearly marked ▪ Suppliers' invoices filed in cheque number order <p>Where you supply a written Cashbook, please provide and include one month past balance date:</p> <ul style="list-style-type: none"> ▪ Cashbook, written up, analysed and reconciled to the bank statements monthly ▪ Bank statements including any savings account or term deposit ▪ Cheque & Deposit butts showing the nature of each payment/deposit <p>Where you supply a computerised Cashbook, please provide:</p> <ul style="list-style-type: none"> ▪ Backup disk as at the end of financial year or email files to us ▪ Copy of Bank Reconciliation as at balance date for all bank accounts ▪ Final Bank Statement for year for all bank accounts ▪ Transaction Listing for Accounts Payable and Accounts Receivable as at balance date 	<ul style="list-style-type: none"> ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ 	
	Accounts Receivable – Amounts owing to you		
2	All accounts or amounts owing to you at balance date should be included. Exclude any bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date.(Attach schedule if required)	<ul style="list-style-type: none"> ■ 	<p>Total at Balance Date</p> <p>\$ _____</p> <p>GST Included/Excluded</p>
	Accounts Payable – Amounts owing by you		
3	All accounts or amounts owing by you at balance date should be included indicating name of creditor, amount and what the debt is for. (Attach schedule if required). Alternatively, mark on cheque butts or highlight in cash book those items in the month following your balance date, which should be included. Holiday pay or bonuses paid within 63 days of your balance date may be included.	<ul style="list-style-type: none"> ■ 	<p>Total at Balance Date</p> <p>\$ _____</p> <p>GST Included/Excluded</p>

	Records Required	■	Comment
	Stock on Hand		
4	<p>Stock Stock should be physically counted at balance date and adequate records retained to substantiate the dollar value arrived at.</p> <p>Please note that if you estimate your stock to be less than \$5,000 at the end of your income year, you may have the option of not physically counting your stock. In these circumstances we will assume that your closing stock is the same as your opening stock. Please indicate if you would like to use this option. (Please note that if your annual turnover is more than \$1.3million, you are not able to use this option).</p> <p>Work in Progress Include material costs, labour costs and overhead costs.</p> <p>Prepayments received</p>	<p>■</p> <p>■</p> <p>■</p>	<p>Valued at lower of:</p> <ul style="list-style-type: none"> • Cost - • Net Realisable Value - • Market Value – <p>\$ _____</p> <p>GST Included/Excluded</p> <p>\$ _____</p> <p>GST Included/Excluded</p> <p>\$ _____</p> <p>GST Included/Excluded</p>
	Goods and Services Tax (GST)		
5	Provide copies of all GST returns for the year, along with your workings.	■	
	Fringe Benefit Tax (FBT)		
6	Provide copies of all FBT returns for the year, along with your workings.	■	
	Employers – Wages paid to Employees		
7	<p>Please send a month-by-month summary of Gross Wages and PAYE deductions as returned to the Inland Revenue.</p> <p>OR</p> <p>Send a copy of your Employer Monthly Deduction Schedule (IR348).</p>	<p>■</p> <p>■</p>	
	Loan Statements		
8	Supply a copy of any loan transaction statements for the financial year up to your balance date.	■	
	Interest and Dividend Certificates		
9	<p>Provide full details of:</p> <ol style="list-style-type: none"> 1. All funds placed on deposit. 2. Loans made by the business during the year. 3. Resident withholding Tax (RWT) certificates of interest received. If none have been provided by your bank please request a copy from them. 4. Any government stock or local body debenture or bonds. 5. Dividends received including dividends from power companies. 6. Any funds in portfolio investments entities (PIE's) and the prescribed investor rate (PIR) used. 	<p>■</p> <p>■</p> <p>■</p> <p>■</p> <p>■</p> <p>■</p>	
	Cash on Hand		
10	<p>*Cash on Hand \$ _____ Date Banked <u> / / </u></p> <p>Petty Cash \$ _____</p> <p>Till/Cash Floats \$ _____</p> <p>*(Include cash sales prior to balance date but not banked until after balance date)</p>	<p>■</p> <p>■</p> <p>■</p>	

	Records Required		Comment																																																				
Property, Plant and Equipment																																																							
11	<p>1. Assets purchased during the year - please provide copies of invoices, GST inclusive cost, date of acquisition and attach details of any trade-in.</p> <table border="0"> <thead> <tr> <th>Date</th> <th>Asset Purchased</th> <th>Amount</th> <th></th> </tr> </thead> <tbody> <tr> <td>—/—/—</td> <td>_____</td> <td>_____</td> <td>■</td> </tr> <tr> <td>—/—/—</td> <td>_____</td> <td>_____</td> <td>■</td> </tr> <tr> <td>—/—/—</td> <td>_____</td> <td>_____</td> <td>■</td> </tr> <tr> <td>—/—/—</td> <td>_____</td> <td>_____</td> <td>■</td> </tr> </tbody> </table> <p>2. For purchase of property provide:</p> <ul style="list-style-type: none"> • Sale & Purchase Agreement • Solicitor Settlement Statement • Valuation Report • Details of any loan statements <p>3. Assets disposed during the year - please provide us any sale invoice or details of sale date, amount and where the proceeds were banked:</p> <table border="0"> <thead> <tr> <th>Date</th> <th>Asset Purchased</th> <th>Amount</th> <th></th> </tr> </thead> <tbody> <tr> <td>—/—/—</td> <td>_____</td> <td>_____</td> <td>■</td> </tr> <tr> <td>—/—/—</td> <td>_____</td> <td>_____</td> <td>■</td> </tr> <tr> <td>—/—/—</td> <td>_____</td> <td>_____</td> <td>■</td> </tr> </tbody> </table> <p>4. Assets scrapped during the year - please review your latest fixed asset schedule and notify us of any items which have been scrapped, or are no longer used:</p> <table border="0"> <thead> <tr> <th>Date</th> <th>Asset Purchased</th> <th>Amount</th> <th></th> </tr> </thead> <tbody> <tr> <td>—/—/—</td> <td>_____</td> <td>_____</td> <td>■</td> </tr> <tr> <td>—/—/—</td> <td>_____</td> <td>_____</td> <td>■</td> </tr> <tr> <td>—/—/—</td> <td>_____</td> <td>_____</td> <td>■</td> </tr> </tbody> </table> <p>5. Were all the assets purchased, sold or traded-in included in the relevant GST return?</p>	Date	Asset Purchased	Amount		—/—/—	_____	_____	■	—/—/—	_____	_____	■	—/—/—	_____	_____	■	—/—/—	_____	_____	■	Date	Asset Purchased	Amount		—/—/—	_____	_____	■	—/—/—	_____	_____	■	—/—/—	_____	_____	■	Date	Asset Purchased	Amount		—/—/—	_____	_____	■	—/—/—	_____	_____	■	—/—/—	_____	_____	■		
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Transactions not through the Business																																																							
12	<p>Were all sales banked into your business trading bank account?</p> <p>Yes /No</p> <p>If No, list amounts not banked and when they were lodged: _____</p> <p>_____</p>	<p>■ Personal \$ _____</p> <p>■ Business \$ _____</p> <p>■ Other bank accounts \$ _____</p> <p>■</p>																																																					

	Records Required		Comment
Business Expenses			
13	<p>There are number of invoices that we specifically required. Please ensure the records your provide us with include all paid accounts for:</p> <ul style="list-style-type: none"> • Insurance Premiums • Legal Fees • ACC payments and arrangements 	<ul style="list-style-type: none"> ■ ■ ■ 	
Private Use			
14	Value of goods taken for private use at their cost price	■	\$ _____ GST Included/Excluded
Expenses paid in Cash or from Personal Funds			
15	Please provide a list if applicable	■	
Motor Vehicles		Home Office Expenses	
16	<p>The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:</p> <p>Vehicle Description: _____</p> <p>Business _____ km Total _____ km Percentage Business _____ %</p> <p>Vehicle Description: _____</p> <p>Business _____ km Total _____ km Percentage Business _____ %</p> <ul style="list-style-type: none"> ▪ Please note that a detailed and accurate log book must be completed for a three month period every three years or vehicle expense claims will be limited to a maximum of 25% of expenses incurred ▪ If you are operating as a Company, please indicate which vehicles you are currently paying Fringe Benefit tax for: <p>_____</p> <p>_____</p>	<p>If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:</p> <p>Business Area: _____ m² Total Area: _____ m²</p> <p>Power \$ _____</p> <p>Insurance (Building & Contents) \$ _____</p> <p>Interest (House Mortgage) \$ _____</p> <p>Rent \$ _____</p> <p>Rates \$ _____</p> <p>Repairs & Maintenance \$ _____</p> <p>Other \$ _____</p> <p>Total \$ _____</p>	
<p>Has the nature of your business changed in any way during the past 12 months? If yes, please provide brief details:</p> <p>_____</p> <p>_____</p>			

Thank you for taking the time to complete this questionnaire

Terms of Engagement

1. I/We hereby instruct to prepare my/our Financial Statements and Taxation Returns for the year/period as stated above. 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 anything should come to light of this nature during this process you will bring that to my /our attention.
2. 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.
3. 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.
4. I/We also accept that Tax Experts Limited has the right to charge interest on overdue accounts at the rate of 2.5% per month, and that all accounts are due for payment on receipt invoice. The charging of such interest will be at the discretion of Tax Experts Limited. I/We accept that any collection costs incurred by Tax Experts Limited will be fully recoverable from me/us.
5. You are hereby authorised to communicate with my/our bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to complete the above assignments.
6. 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.

Signature

Name

Date
