

# Individual Questionnaire – Sole Trader

## For the year ended 31<sup>st</sup> March 2019

Please ensure this questionnaire is completed and included with your records

Client Name:		Phone:
Balance Date:		Cellphone:
Email:		
Physical Address:		
Postal Address:		

To: Tax Matters Limited

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 carry out the preparation of my/our financial statements and tax returns.

I/We authorise you to act as my/our Agent for Inland Revenue Department matters, and to have access to all tax types and all tax information pertinent to the completion of my financial statements and tax returns.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Records Required	<input checked="" type="checkbox"/>	Comment
<b>Bank statements, electronic data, cheque butts, Cash Manager etc</b>		
Where you supply a <b>computerised Cashbook</b> , please provide: <ul style="list-style-type: none"> <li>• Backup disk as at the end of the financial year or email files to us</li> <li>• Final bank statement for year for all bank accounts</li> </ul>	<input type="checkbox"/>	Password: _____
<ul style="list-style-type: none"> <li>• Transaction listing for Accounts Payable and Accounts Receivable as at balance date</li> </ul>	<input type="checkbox"/>	If you use Xero, MYOB, or any other system, please arrange to invite us as a user
<b>Or, Where no Cashbook is supplied, please provide and include one month past balance date:</b>		
<ul style="list-style-type: none"> <li>• Bank statements including any savings account or term deposit</li> <li>• Cheque and deposit butts showing the nature of each payment/deposit</li> <li>• Receipt books. Make sure any items not for business sales are clearly marked</li> <li>• Suppliers invoices filed in cheque number order</li> </ul>	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

<p><b>Or, Where you supply a written Cashbook, please provide and include one month past balance date:</b></p> <ul style="list-style-type: none"> <li>• Cashbook, written up, analysed and reconciled to the bank statements monthly</li> <li>• Bank statements including any savings account or term deposit Cheque and deposit butts showing the nature of each payment/deposit.</li> </ul>	<input type="checkbox"/>   <input type="checkbox"/> <input type="checkbox"/>	
<b>Loan Statements</b>		
<p>Supply a copy of any loan transaction for the financial year up to your balance date at 31/3/2019. It must include the final balance due &amp; interest for the year, or a bank summary of the details.</p>	<input type="checkbox"/>	
<b>Fringe Benefit Tax (FBT) Returns</b>		
<p>Supply copies of FBT Returns and Workpapers</p>	<input type="checkbox"/>	
<b>ACC Invoices</b>		
<p>Supply copies of ACC Invoices. Note earning levies are not deductible for GST or Income Tax.</p>	<input type="checkbox"/>	
<b>GST Returns and Workpapers</b>		
<p>Supply copies of GST returns and Workpapers if GST registered</p>	<input type="checkbox"/>	
<b>Accounts Receivable (Debtors) – see attached Schedule 1</b>		
<p>All accounts or amounts owing to you at balance date should be scheduled. <b>OR</b> Where a computerised Cashbook or Integrated Accounting Software package is used, please include Debtors Report as at balance date</p>	<input type="checkbox"/>   <input type="checkbox"/>	<p>Total at Balance Date: \$ _____ <b>GST Included</b> <input type="checkbox"/> <b>OR</b> <b>GST Excluded</b> <input type="checkbox"/></p>
<b>Accounts Payable (Creditors) – see attached Schedule 2</b>		
<p>All accounts or amounts owing as at balance date should be scheduled <b>OR</b> Where a computerised Cashbook or Integrated Accounting Software package is used, please include Creditors Report as at balance date</p>	<input type="checkbox"/>   <input type="checkbox"/>	<p>Total at Balance Date: \$ _____ <b>GST Included</b> <input type="checkbox"/> <b>OR</b> <b>GST Excluded</b> <input type="checkbox"/></p>
<b>Bad Debts</b>		
<p>Please provide a schedule for Bad Debts Written Off during the Year (<b>Remember</b>, Bad Debts need to be written off the debtors ledger before balance date to be tax deductible in that year)</p>	<input type="checkbox"/>	<p>Total at Balance Date: \$ _____ <b>GST Included</b> <input type="checkbox"/> <b>OR</b> <b>GST Excluded</b> <input type="checkbox"/></p>

Transactions Not Through the Business		
Were all sales banked into your business trading bank account? i.e cash Yes <input type="checkbox"/> No <input type="checkbox"/> If No, list amounts and where they were lodged or how they were spent		\$ _____
Stock on Hand		
Stock must be physically counted and adequate records retained to substantiate the physical count. Stock on hand should be valued at the <b>lower of cost, market selling value or replacement value.</b>	<input type="checkbox"/>	\$ _____  GST Included <input type="checkbox"/> OR GST Excluded <input type="checkbox"/>
Capital Expenditure		
Attached details of <b>assets purchased or sold</b> during the year such as motor vehicles, plant and equipment and properties. Where applicable, please provide the following details <ul style="list-style-type: none"> <li>• Hire purchase or loan agreements</li> <li>• Lease agreements</li> <li>• All legal statements, agreements and solicitors invoices</li> <li>• Trade-in details</li> <li>• Lost, stolen or scrapped items</li> <li>• Copy of Tax Invoices</li> <li>• Valuations</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Other Income & Expenses – please attach		
<b>Rents Received</b> Please complete Rental Questionnaire Wages/Accounts Received.	<input type="checkbox"/>	
<b>Partnerships/Trusts/Estates/Other Companies</b> Income from Partnerships/Trusts/Estates/Other Companies, where accounts are prepared by another accountant	<input type="checkbox"/>	
<b>Investment Portfolios</b> Copy of your investment portfolio	<input type="checkbox"/>	
<b>New Zealand Investments – if separate from portfolio</b> Details of all New Zealand Investments	<input type="checkbox"/>	
<b>Overseas Investments – if separate from portfolio</b> Details of all foreign investments and income Overseas pensions received	<input type="checkbox"/>	
Income Protection Insurance		
Please supply details of Income Protection Insurance paid during the financial year	<input type="checkbox"/>	

<b>Donations</b>		
Attach all receipts for donations to schools, churches, charitable organisations. Attach receipts for \$5 or more. Note these must be signed by an authorised person and show a stamp or letterhead	<input type="checkbox"/>	\$ _____
<b>Legal Documents</b>		
Please attach all solicitors statements and copies of any invoices for transactions not covered under Capital Expenditure	<input type="checkbox"/>	\$ _____
<b>Motor Vehicles</b>	<b>Home Office Expenses</b>	
<p>The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:</p> <p><b>Vehicle Description:</b> _____</p> <p>Business _____ km</p> <p>Total _____ km</p> <p>Percentage Business _____ %</p> <p><b>Vehicle Description:</b> _____</p> <p>Business _____ km</p> <p>Total _____ km</p> <p>Percentage Business _____ %</p>	<p>If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details for the year:</p> <p>Area used for business _____ m2</p> <p>Total area of house &amp; workshop _____ m2</p> <p>Power \$ _____</p> <p>Insurance \$ _____</p> <p>Rates \$ _____</p> <p>Mortgage Interest/Rent \$ _____</p> <p><b>Total</b> \$ _____</p>	
<b>Personal Use Adjustments</b>		
<p>Portion of expenses paid by the business to be allocated as private;</p> <ul style="list-style-type: none"> <li>• Telephone <input type="checkbox"/></li> <li>• Power <input type="checkbox"/></li> <li>• Insurance <input type="checkbox"/></li> <li>• Value of goods taken for private use <input type="checkbox"/></li> </ul>		
<b>Working for Families Tax Credits</b>		
<p>Please supply full names and birth dates for all children. Note the following;</p> <ul style="list-style-type: none"> <li>• If you had a child born within the current financial year, you may be eligible for the Parental Tax Credit, please include a copy of the child's birth certificate or their IRD number if you already have one. <input type="checkbox"/></li> <li>• Where a child became financially independent during the current financial year, please advise the date they left school. <input type="checkbox"/></li> </ul>		
<b>Overseas Travel</b>		
A diary must be provided with times and dates of meetings and purpose for meetings.		





