



<p><b>Or, Where you supply a <b>written Cashbook</b>, please provide and include the 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 31/3/2022. It must include the final balance due &amp; interest for the year, or a bank summery 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>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>

Bad Debts		
Please provide a schedule for Bad Debts Written Off during the Year <b>(Remember, Bad Debts need to be written off the debtors ledger before balance date to be tax deductible in that year)</b>	<input type="checkbox"/>	Total at Balance Date: \$ _____ <b>GST Included</b> <input type="checkbox"/> OR <b>GST Excluded</b> <input type="checkbox"/>
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. <b>Partnerships/Trusts/Estates/Other Companies</b> Income from Partnerships/Trusts/Estates/Other Companies, where accounts are prepared by another accountant  <b>Investment Portfolios</b> Copy of your investment portfolio  <b>New Zealand Investments – if separate from portfolio</b> Details of all New Zealand Investments  <b>Overseas Investments – if separate from portfolio</b> Details of all foreign investments and income Overseas pensions received	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

<b>Income Protection Insurance</b>		
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>Overseas Travel</b>		
A diary must be provided with times and dates of meetings and purpose for meetings.		

**Working for Families Tax Credits**

Please supply full names and birth dates for all children. Note the following;

- 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.
- Where a child became financially independent during the current financial year, please advise the date they left school.

<u>Childs Name</u>	<u>IRD No.</u>	<u>Date of Birth</u>	<u>Date left School</u>

**Other Information**

Details of anything else we should be aware of in relation to the preparation of your accounts


We will email you a PDF copy of your accounts. If you require a printed copy, please advise.

Accounts bound and posted

If you have any questions regarding this form, please do not hesitate to contact us:

Please return this slip and all necessary documents to us in person at our physical address, via post or email.

**Tax Matters Limited**

**Physical:** Unit 3/245 St Asaph Street Christchurch 8011 or

**Postal:** P O Box 13400, City East, Christchurch 8141

**Phone:** (03) 366 6115

**Fax:** (03) 366 4798

**Email:** debbie@taxmatters.net.nz

**Thank you for completing this questionnaire  
Don't forget to sign on page 1**





Can we assist you in any way, or is anything you would like to discuss:	Yes
Assistance with tax planning	<input type="checkbox"/>
Would you like Tax Matters to look after GST/RWT/Payroll returns (if not already)	<input type="checkbox"/>
Assistance with budgets / cashflow forecast	<input type="checkbox"/>
Preparation of regular financial reports (monthly, quarterly)	<input type="checkbox"/>
Regular meetings to improve business performance	<input type="checkbox"/>
Identifying your future direction with a strategic plan and a business plan	<input type="checkbox"/>
Assistance with a succession plan	<input type="checkbox"/>
Preparation of business for sale	<input type="checkbox"/>
Due diligence for purchase of a business	<input type="checkbox"/>
Any accounts receivable issues you would like assistance with resolving / collection	<input type="checkbox"/>
Funding requirements, working capital or asset finance	<input type="checkbox"/>
Any specific business problems you would like to discuss, or matters you wish to raise	<input type="checkbox"/>