Individual Questionnaire – Sole Trader For the year ended 31st March 2024



Please ensure this questionnaire is completed and included with your records

Client Name:		Phone:		
Balance Date:		Cellpho	one:	
Email:				
Physical Address:				
Postal Address:				
To: Tax Matters Lin	nited			
government agenc	uthorised to communicate with my/our bank, so ies to obtain such information as you require in or atements and tax returns.		•	
•	to act as my/our Agent for Inland Revenue Depart tax information pertinent to the completion of my fi			
Signature: Date:				
Signature:	Date:			
Signature:Records Required	Date:		Comment	
Records Required	Date: lectronic data, cheque butts, Cash Manager etc	√		
Records Required Bank statements, e Where you use an a Final bank state Transaction list	lectronic data, cheque butts, Cash Manager etc accounting system please provide a copy or access ement for year for all bank accounts ting for Accounts Payable and Accounts Receivable a			
Records Required Bank statements, e Where you use an a • Final bank state	lectronic data, cheque butts, Cash Manager etc accounting system please provide a copy or access ement for year for all bank accounts ting for Accounts Payable and Accounts Receivable a		Comment	
Records Required Bank statements, e Where you use an a Final bank state Transaction list at balance date Or, Where no Cash month past balance Bank statement	dectronic data, cheque butts, Cash Manager etc accounting system please provide a copy or access ement for year for all bank accounts ring for Accounts Payable and Accounts Receivable accessed by the supplied, please provide and include the edate: ts including any savings account or term deposit reposit butts showing the nature of each	S	Comment	
Records Required Bank statements, e Where you use an a Final bank state Transaction list at balance date Or, Where no Cash month past balance Bank statement Cheque and de payment/depo Receipt books. clearly marked	dectronic data, cheque butts, Cash Manager etc accounting system please provide a copy or access ement for year for all bank accounts ring for Accounts Payable and Accounts Receivable accessed by the supplied, please provide and include the edate: ts including any savings account or term deposit reposit butts showing the nature of each	s -	Comment	

 Or, Where you supply a written Cashbook, please provide and include the month past balance date: Cashbook, written up, analysed and reconciled to the bank statements monthly Bank statements including any savings account or term deposit Cheque and deposit butts showing the nature of each payment/deposit. 	
Loan Statements	
Supply a copy of any loan transaction for the financial year up to your balance date at 31/3/2024. It must include the final balance due & interest for the year, or a bank summery of the details.	
Fringe Benefit Tax (FBT) Returns	
Supply copies of FBT Returns and Workpapers	
ACC Invoices	
Supply copies of ACC Invoices. Note earning levies are not deductible for GST or Income Tax.	
GST Returns and Workpapers	
Supply copies of GST returns and Workpapers if GST registered	
Accounts Receivable (Debtors) – see attached Schedule 1	
All accounts or amounts owing to you at balance date should be scheduled.	Total at Balance Date: \$
OR Where a computerised Cashbook or Integrated Accounting Software package is used, please include Debtors Report as at balance date	GST Included □ GST Excluded □
Accounts Payable (Creditors) – see attached Schedule 2	
All accounts or amounts owing as at balance date should be scheduled OR Where a computerised Cashbook or Integrated Accounting Software package is used, please include Creditors Report as at balance date	Total at Balance Date: \$ GST Included □ OR GST Excluded □

Bad Debts		
Please provide a schedule for Bad Debts Written Off during the Year (Remember, Bad Debts need to be written off the debtors ledger before balance date to be tax deductible in that year)		Total at Balance Date: \$ GST Included □ OR GST Excluded □
Transactions Not Through the Business		
Were all sales banked into your business trading bank account? i.e cash Yes □ No □ 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 lower of cost, market selling value or replacement value.		\$ GST Included \square OR GST Excluded \square
Capital Expenditure	I	
Attached details of assets purchased or sold during the year such as motor vehicles, plant and equipment and properties. Where applicable, please provide the following details • Hire purchase or loan agreements • Lease agreements • All legal statements, agreements and solicitors invoices • Trade-in details • Lost, stolen or scrapped items • Copy of Tax Invoices • Valuations		
Other Income & Expenses – please attach		
Rents Received Please complete Rental Questionnaire Wages/Accounts Received. Partnerships/Trusts/Estates/Other Companies Income from Partnerships/Trusts/Estates/Other Companies, where accounts are prepared by another accountant		
Investment Portfolios Copy of your investment portfolio		
New Zealand Investments – if separate from portfolio Details of all New Zealand Investments		
Overseas Investments – if separate from portfolio Details of all foreign investments and income Overseas pensions received		

Income Protection Insurance					
Please supply details of Income Protection Insurance paid during the financial year					
Donations					
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				\$	
Legal Documents					
Please attach all solicitors statement transactions not covered under Capi	y invoices for		\$		
Motor Vehicles		Home Office Expe	nses		
Total Percentage Business Vehicle Description: Business Total		an office/worksho following details for Area used for busi	p/stc or the iness e & v	\$\$ \$\$	
Personal Use Adjustments					
Portion of expenses paid by the business to be allocated as private; • Telephone • Power • Insurance • Value of goods taken for private use					
Overseas Travel A diary must be provided with times and dates of meetings and purpose for meetings.					

Working for Families Tay Credits						
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 indeperfinancial year, please advise the date the		t				
Childs Name	IRD No.	Date	Date of Birth		Date left School	
Other Information						
Details of anything else we should be aware	of in relation to the prepare	aratio	on of	your accou	ints	
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

Schedule 1 – Accounts Receivable (Debtors) Amounts owing to you at 31 March 2024

Name of Debtor	Description of Goods	Code	Net Amount	GST	Total Incl GST
	-				
	_				
	_				
Totals					

Schedule 2 – Accounts Payable (Creditors) Amounts owing as at 31 March 2024

Name of Debtor	Description of Goods	Code	Net Amount	GST	Total Incl GST
		1			
		1			
		1			
		1			
Totals					

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