

# Trust Questionnaire

## For the year ended 31<sup>st</sup> March 2024

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 bank, 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 From 1 <sup>st</sup> April 2023 to 31 <sup>st</sup> March 2024	<input checked="" type="checkbox"/>	Comment
<b>Gifting</b>		
Please provide details of any gifting done through the financial year. This includes the following; <ul style="list-style-type: none"> <li>• Copy of deed of acknowledgement of debt</li> <li>• Copy of deed of forgiveness of debt</li> </ul> (These are prepared by your solicitor or Trustee Service)	<input type="checkbox"/>  <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>   Solicitor Name: _____
<b>Investment Portfolio – from financial advisor</b>		
Copy of your investment portfolio	<input type="checkbox"/>	

<b>Interest Received – if separate from portfolio</b>		
An RWT Deduction Certificate (IR15) will be sent to you by your bank, or other financial institutions, indicating the amount of tax deducted from interest earned.	<input type="checkbox"/>	
<b>Dividends Received – if separate from portfolio</b>		
A dividend payment advise will accompany dividend checks indicating withholding tax deductions or imputation credits.	<input type="checkbox"/>	
<b>Other Income &amp; Expenses</b>		
<b>Rents Received</b> Please complete Rental Questionnaire	<input type="checkbox"/>	
<b>Business Income</b> Please complete Business Questionnaire	<input type="checkbox"/>	
<b>Overseas Investments – if separate from portfolio</b> Details of all foreign investments and income.	<input type="checkbox"/>	
<b>Accounts Receivable (Debtors) – See attached Schedule 1</b>		
All accounts or amounts owing to you at balance date should be scheduled	<input type="checkbox"/>	
<b>Accounts Payable (Creditors) – See attached Schedule 2</b>		
All accounts or amounts owing at balance date should be scheduled	<input type="checkbox"/>	
<b>Other Information</b>		
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](mailto:debbie@taxmatters.net.nz)

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

