



# ANNUAL CLIENT QUESTIONNAIRE – General

Trading Entity (Company, Trust, Partnership or Sole Trader)

Entity Name: _____	IRD number: _____
Business description: _____	Year End: _____
Phone Number: _____	
Email Address: _____	

**INSTRUCTIONS:**

Please tick all sections either **YES** or **NO**.

**Important:** Where you tick **YES** please provide all **relevant documents**.

Please note we welcome and encourage you to email all appropriate information to us at [accounts@taxmaster.co.nz](mailto:accounts@taxmaster.co.nz)

When you have completed the Questionnaire please sign and date the last page as well.

Has not traded – please prepare nil return *(tick if applicable)* -----

*If your contact details have changed in the last 12 months, please tick if applicable and provide details*

1. Record Keeping	YES	NO
Banklink -----		
Xero -----		
MYOB -----		
Cashbook spreadsheets -----		
Coded Bank statements – 1 April to 31 March inclusive -----		
Other -----		
2. Bank Accounts and Loan Statements as at 31 March	YES	NO
Bank accounts -----		
Loan statements -----		
3. Accounts Receivable <i>(money owed to this business from your customers)</i> as at 31 March	YES	NO
Provide detailed schedules of balances -----		
4. Accounts Payable <i>(money owed by this business to suppliers)</i> as at 31 March	YES	NO
Provide detailed schedules of balances -----		
5. Stock <i>(Finished goods to be sold to customers)</i> and Work in Progress <i>(unfinished goods that will be sold to customers once finished)</i> as at 31 March	YES	NO
Provide detailed schedule of balances -----		
6. Hire Purchase and Finance Leases	YES	NO
Provide all copies of documents related to HP's and Finance Leases -----		

**7. Assets and Investments** YES NO

Were any Assets or Investments purchased during the year? .....

Were any Assets or Investments sold during the year? .....

Were any Assets or Investments scrapped or written off .....

during the year?

*Provide details and copies of documents where applicable including for e.g.: Invoices, Sale & Purchase Agreements, Settlement Statements, Chattels and/or Property Valuation Reports, Annual Investment Portfolio Schedules*

**8. Other Income** YES NO

Interest .....

Dividends .....

Overseas .....

Other .....

*Please provide details*

**9. Vehicle Expenses** YES NO

*(If vehicle owned privately and used for business purposes)*

Log book .....

Details of vehicle expenses for the year .....

**10. Business Expenses paid personally** YES NO

Provide a summary of any expenses related to this business .....

That were paid for by you personally

**11. Other important information (please provide details)** YES NO

ACC invoices received and also the ACC number for this entity .....

*(typically only those entities which employ staff, including shareholder remuneration, pay ACC)*

ACC number .....

Documents and/or information required for Trusts

- Deed of Gift .....

- IRD Gift Statement .....

- Deed of Acknowledgment of Debt .....

- Any changes to Trustees .....

Rental property management reports .....

Documents and/or information required for Companies (including LAQC and LTC)

- Any changes to Directors or Shareholders .....

**12. Other Information**

*Is there any other information you think we should know when preparing your accounts and tax returns? If so, please comment:*

---

---

---

### 13. DECLARATION

- (a) I confirm that I have provided you with all the relevant information for the preparation of my Financial Statements and tax returns. I hereby instruct you to prepare any Financial Statements and tax returns on a special purpose-reporting basis to comply with the requirements of the Income Tax Act. I understand that the Financial Statements should not be relied on for any other purpose and as a result may not comply with Generally Accepted Accounting Principles.
- (b) I accept responsibility for the accuracy and completeness of the information supplied above. You are not to complete an Audit, nor do I wish you to undertake a detailed review of my affairs in order to substantiate the accuracy of my information and therefore you are unable to provide any assurance of my Financial Statements. I understand your work cannot be relied on to detect error and fraud and that you accept no liability for any losses, claims, and demands by any third party.
- (c) I also accept responsibility for all other records and information supplied to you other than those listed below. I accept accountability for any failure by me to supply all relevant records and information to you for the preparation of the Financial Statements. I understand that the onus for tax liability ultimately rests with me and that I should be accountable for meeting my tax liabilities.
- (d) You are authorised to contact banks and/or relevant parties to obtain missing information. Naturally, I will reimburse your firm for any incidental cost in doing so.
- (e) I authorise you to act as my agent with the Inland Revenue Department and to link myself and related entities to your agency list. I also authorise you to transfer any tax refund to my spouse/partner where they may have tax to pay.
- (f) I acknowledge your invoice is due for payment on the 20<sup>th</sup> of the month following invoice date unless prior arrangements have been agreed upon beforehand. I understand interest may be charged on overdue accounts.
- (g) I have read and agree to the Standard Engagement Terms for the Provision of Services by BDS Chartered Accountants Ltd as available on your website. I also acknowledge that these terms may change from time to time (at least 6 monthly) and I will let you know should I disagree with any condition of service. If I don't contact you, you may assume that I agree with your terms.
- (h) The person or persons signing below acknowledge that they sign in both a personal capacity and as an agent of the company and/or Trust as if we were the principal debtor, and jointly and severally with the company/trust.

Name: \_\_\_\_\_ Director / Trustee / Individual (Tick one)

Signed: \_\_\_\_\_

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

*Your time and effort in completing this form is much appreciated by the team at BDS.*



---

L12, 17 Albert Street, Auckland | PO Box 7277, Wellesley Street, Auckland 1411  
T: 09 366 1822 | M: 021 1258 000 | F: 09 366 1823 | W: [www.taxmaster.co.nz](http://www.taxmaster.co.nz)

---