

Trust Income Tax Information Questionnaire

Terms of Engagement

Client Name:

Contact Number:

Email:

Financial Year End:

This Agreement, together with our Terms of Business as set out on our website (<https://www.markhams.co.nz/our-locations/hawkes-bay>) confirms the terms of our appointment to provide accounting and tax advice, including the compilation of financial statements (if required), annual income tax return and compilation of financial information. If financial statements are compiled, these will be prepared in accordance with "Service Engagement Standard 2" as issued by Chartered Accountants Australia and New Zealand.

The enclosed Information Checklists is used by us to obtain all relevant information and to assist us to prepare the financial Statements (if required) and tax return(s). It is your responsibility to ensure the accuracy and completeness of the information as well as checking the final Returns for reasonableness and correctness. We will not audit, review or otherwise attempt to verify the accuracy or completeness of that information. Compilation services cannot be relied upon to detect fraud or error and our services are undertaken only for you. We are not responsible for any loss or claim by any third party.

We confirm that while we will provide assistance in meeting taxation obligations, including advice on payments and/or reminder letters for taxes due, the responsibility for paying the correct tax on time is your sole responsibility.

You give us authority to seek any additional information that we may require for the purposes of preparing your financial statements and tax return(s) from relevant third parties including (but not limited to) your solicitor, advisor, employees, bank or other financial institution and authorise said parties to supply us with such information.

You give us authority to add you, and any associated entities (if required), to our tax agency list with Inland Revenue for all tax types.

If you are in agreement with the terms of engagement as outlined above and the Terms of Business as set out on our website, please sign below.

SIGNED on behalf of: _____

SIGNATURE: _____

Date: _____

Trust Income Tax Information Questionnaire Checklist

1. **Source Accounting Records**
Please provide us with a backup or transfer file from your accounting system (if used) otherwise full accounting records such as bank statements, cashbooks, cheque butts, deposit books etc.
2. **Bank Reconciliations**
A copy of the final bank statement at bank reconciliation at year end (eg 31 March) for all business bank accounts.
3. **Inland Revenue**
If applicable, please provide us with copies of all other tax type returns, reconciliations and working papers for the year, including GST, PAYE, FBT and RWT.
4. **Payroll Reports**
If applicable, a summary of your payroll system for the year.
5. **Accounts Receivable**
A list of any accounts receivable (amounts owing to you) at year end.
6. **Accounts Payable**
A list of any accounts payable (amounts you owe) at year end.
7. **Hire Purchases, Leases and Loans**
Please provide us with copies of any hire purchase, lease and loan agreements taken out during the year. Please provide us with copies of loan statements at year end (eg 31 March).
8. **Savings, Term Deposits and Other Investments**
Please provide us with copies of all statements for savings accounts, term deposits and other investments.
9. **Fixed Assets**
Please provide us with details including copies of invoices for all fixed assets purchased or sold during the year.
10. **Interest Income**
All resident withholding tax certificates for interest income received from within and outside New Zealand.
11. **Dividend Income**
All dividend notices including those where dividends have been reinvested, for dividend income received from within and outside New Zealand.
12. **Overseas Investments**
For all overseas shares and investments, we require a list of all shares and investments owned at both the start and end of financial year, including the company name, relevant shareholding, type of investment, cost and details of all shares bought and sold during the year.
13. **Rental Income**
Please complete the rental schedule questionnaire if you received rental income personally.

14. Other Income

Please include details of all income you have received from any other sources, including (but not limited to) income from the disposal of land, insurance proceeds etc.

15. Did you receive income from another entity (such as Partnership, Look Through Company)?

If yes, please complete the following for all income:

Name of other entity: _____

IRD number of other entity: _____

Amount of income or loss: _____

16. Key trust information

Please provide us with any of the following if applicable:

Details of any changes in trustees during the year: _____

Details of any gifts, debt forgiveness or bequests received during the year: _____

Details of any distributions made during the year: _____

Details of any child beneficiaries:

Name

Date of Birth

Name	Date of Birth
_____	_____
_____	_____
_____	_____

17. Any other information you think may be relevant