Member Tax Agents Institute of NZ (ATAINZ)

BUSINESS INCOME & CLIENT QUESTIONNIARE

NAME OF BUSINESS
………………………………………………………………………………………………………

TAX YEAR ENDING 31 MARCH ________

	Check List
PLEASE EMAIL ALL INFORMATION. • **DO NOT send supporting information by post.** • **We can supply a template on request.**	
Financial & Bank Records • Business Income & Expenditure summarized in a spreadsheet, for all business bank accounts & credit cards. • Bank reconciliations for the above. • If you use Xero, MYOB or other accounting software, the above should already be available. • Details of Cash on Hand @ Balance Date. • Solicitor Statements or other Contracts relating to sale & purchase agreements, business purchases, hire purchases, insurances & loans.	☐
Inland Revenue & Tax Return Records • GST, Wages & FBT calculations. • Interest & Dividend Statements (business & personal). • We can obtain personal information direct from IRD in regards to income.	☐
General Information • Were all payments banked into the business bank a/c? Yes/No • Amounts not banked into business bank a/c's please summarize excluding any personal expenditure. • Value of goods taken for private use @ cost including GST. • What portion is used for private use of a business motor vehicle? (Supported by a log book) • Accounts Receivable (money owed to you) @ balance date 31 March ___ • Accounts Payable (money owed by you) @ balance date 31 March _____	☐ ………..%
Fixed Assets • Email details of assets purchased or sold during the year. Include a copy of any Purchase/HP agreements, chattels valuations, etc.	☐
Stock on Hand/Work in Progress • Value of stock on hand & work in progress @ balance date 31 March ___. This value should be based on the lower of cost or market value (including allocation of overheads for WIP) (excluding GST)	☐

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Owner Changes • For companies & partnerships, has there been any changes to shareholding or partners during the year? (Show dates & changes).	☐
Home Office • Do you have an area set aside at home as a business office? • If Yes, please complete the following: Mortgage Interest $...................... Rent or Rates $...................... Power $...................... Insurance $...................... Repairs & Maintenance $...................... Phone/Internet (% used for business) $...................... …………..% Size of Office & Work areas ……………….Sqm Total size of all buildings & work areas ……………….Sqm	☐ Yes/No

TERMS OF ENGAGEMENT

I/We authorise **Ace 10/7 Limited** to act as our agent for all Tax Revenues and Types. We accept responsibility for the accuracy & completeness of the information supplied which is used in the preparation of our financial statements and/or tax returns. Ace 10/7 Ltd are not required to complete an audit and we accept therefore that their work cannot be relied upon to detect error or fraud. We further understand that the financial statements will be prepared at our request and for our purpose only and that Ace 10/7 Ltd or their employees will not be liable for any losses, claims or demands by any third person.

We further acknowledge that payment for fees in relation to the work undertaken will be made on invoice.
T**ax Returns will not be sent to the IRD, until full payment for our invoice is received.**

Clients Signatures ....

Please print name: ....

Once this form is completed, please email:

E-Mail Dawn@ace107.co.nz
Mobile: 021 895 867