

ANNUAL CLIENT QUESTIONNAIRE - General

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

Entity Name: IRD number:

Business description: Year End:

Phone Number:

E-Mail Address:

INSTRUCTIONS:

Please tick all sections either **YES** or **NO**. If you are unsure tick the box marked **?** and we can contact you to discuss further. Where you tick **YES** please provide all **relevant documents**. A format for compiling and supplying your records can be obtained from <http://tinyurl.com/k8dx6hs>. Please note we welcome and encourage you to email all appropriate information to us at jobreceipting@gra.co.nz

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

The IRD no longer issues refund cheques. If you are expecting a refund for this entity, please confirm the bank account details you would like it deposited into:

Name of account:

Account number

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.	Your Data	YES	NO	?
		✓ PLEASE TICK ONE		
	Xero	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	MYOB (please state version)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cashbook spreadsheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Coded Bank statements - 1 April to 31 March inclusive (charges may apply)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Banklink	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	User name: Password:			
	<i>PLEASE NOTE: If you would like us to report on the performance of each property, simply indicate which property each income and expense stream relates to.</i>			
2.	Bank Accounts & Loans (please supply statements that include the balance of account/loan) as at 31 March	YES	NO	?
		✓ PLEASE TICK ONE		
	Bank accounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Loan statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Accounts Receivable, Payable and Stock	YES	NO	?
		✓ PLEASE TICK ONE		
	Accounts Receivable (money owed to this business from your customers) as at 31 March Provide detailed schedule of balances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Accounts Payable (money owed by this business to suppliers) as at 31 March Provide detailed schedule of balances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Stock (Finished goods to be sold to customers) and Work in Progress (unfinished goods that will be sold to customers once finished) as at 31 March Provide detailed schedule of balances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Hire Purchase and Finance Leases	YES	NO	?
	Provide all copies of documents relating to HPs and Finance Leases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Assets and Investments

YES NO ?

✓ PLEASE TICK ONE

- Were any Assets or Investments purchased during the year? YES NO ?
- Were any Assets or Investments sold during the year? YES NO ?
- Were any Assets or Investments scrapped or written off during the year? YES NO ?

Provide details and copies of documents where applicable including for eg: Invoices, Sale & Purchase Agreements, Settlement Statements, Chattels and/or Property Valuation Reports, Annual Investment Portfolio Schedules. Note: Due to legislation changes, the low value threshold increased from \$500 to \$5,000 on 17/03/20 and then dropped down to \$1,000 on 16/03/21. Any applicable assets that we identify as being purchased will be capitalised or written off as appropriate in accordance with this legislation.

- Are there any properties owned by this entity that derived income for short-term rentals including those rented via Airbnb and similar websites? If so: YES NO ?
- How many days, if any, was the property vacant / unused during the period?
- How many day was the property used privately during the period?

6. Other Income

YES NO ?

- Interest YES NO ?
- Dividends YES NO ?
- Overseas (NZ entities are taxed on worldwide income regardless of whether they bring it back to NZ or not) YES NO ?
- Crypto Currency trading YES NO ?
- COVID Income (Received a Wage Subsidy or Resurgence Payment during the applicable financial year) YES NO ?
- Other YES NO ?
- Please provide details

7. Vehicle Expenses

YES NO ?

- (If vehicle owned privately and used for business purposes)
- ✓ PLEASE TICK ONE
- Log book YES NO ?
- Details of vehicle expenses for the year YES NO ?

8. Business Expenses paid personally

YES NO ?

- Provide a summary of any expenses relating to this business that were paid for by you personally YES NO ?
- ✓ PLEASE TICK ONE

9. Trusts and Companies

YES NO ?

- Documents and/or information required for Trusts
- ✓ PLEASE TICK ONE
- Deed of Gift YES NO ?
- Deed of Acknowledgment of Debt YES NO ?
- Any changes to Trustees YES NO ?
- Please provide all Rental property management reports and/or note Property Managers/ contact details YES NO ?
- Documents and/or information required for Companies (including QC and LTC)
- Any changes to Directors or Shareholders YES NO ?

10. Other Information

YES NO ?

- ACC invoices received and also the ACC number for this entity
- ✓ PLEASE TICK ONE
- (typically only those entities which employ staff, including shareholders remuneration, pay ACC) YES NO ?

ACC number

Is there any other information you think we should know when preparing your accounts and tax?

11. 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 GRA to act on behalf of the entity covered by this engagement letter for all tax types (except Child Support) until further notice. Authority is given to obtain information from the IRD about all tax types (except child support). This includes obtaining information through all IRD media and communication channels.
- (f) I authorise your organisation to act as my agent for ACC levy purposes for all associated entities. This authorisation allows your organisation to query and change information on my ACC levy account(s) through ACC staff, and through ACC Online Services. This authority will also allow your organisation's main representative discretion to delegate access to my ACC information to other members of your organisation. Other delegated members of your organisation will also be able to query and change information on my ACC levy account.
- (g) The IRD has advised that all future refunds they issue must be direct credited to a bank account as they are abolishing cheques. Mistakes by the IRD are relatively common and the new policy removes our ability to check the amount refunded is correct before you receive it. You must therefore let us know immediately if you receive a refund from the IRD that is unexpected or different to what we have indicated to you so that we can identify the reasons and any actions that might be required. Any failure or delay in communicating to us any such errors or variances could result in increased tax, interest and penalties owed to the IRD even if the IRD made the original error. If you are at all unsure, please advise and we will clarify for you.
- (h) I acknowledge your invoice is due for payment on the 20th of the month following invoice date unless prior arrangements have been agreed upon beforehand. I understand interest may be charged on overdue accounts.
- (i) Please note some fees for services from GRA previously quoted have had an inflationary increase from 1 April 2018. We have deliberately excluded non-GST registered entities to avoid those entities with residential rentals. From 1 April 2019 we will automatically increase fees by 3% every year to cover inflation and other cost increases. Signing this questionnaire indicates acknowledgement and acceptance of this adjustment.
- (j) IRD now requires further disclosure from the 2022 financial year for most trust entities. If GRA already prepares financial statements for your trust, we will attempt to obtain the additional information and absorb the additional cost where possible and appropriate or else communicate to you if we need to increase the current fee. If we are not currently preparing financial statements for your trust as you have not previously wanted or required this, then we will be required to prepare these financial statements from the 2022 financial year but we will do only the bare minimum to meet the IRD requirements and we will do so at a discounted price.
- (k) I have read and agree to the Standard Engagement Terms for the Provision of Services by Gilligan Rowe & Associates LP 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.
- (l) 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** (Circle one)

Signed: **Date:**

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