

## Business Questionnaire - 2023

Client name: \_\_\_\_\_ Phone \_\_\_\_\_

Have there been any changes to your contact details recently; mobile, phone, email, postal address?:

Would you prefer your accounts sent to you:  By e-mail  By post  I'll collect  
 Would you like us to supply a copy of your annual accounts to your bank?

**No/ Yes to the following** bank's contact or email.....

I authorise you to prepare my tax return from the information and records I have supplied to you. I accept responsibility for the accuracy and completeness of all records and information supplied to you. You are authorised to communicate with my/our bankers, solicitors, finance companies, and any other business that I/we deal with to obtain such information as you require in order to complete the above duties.

Signature.....Date.....

### Information required to complete your tax return:

(If completed fully it will reduce the time we have to spend on our queries)

#### Covid-19 - Did you receive any assistance after 1<sup>st</sup> April 2022?

If yes, please supply details

Wage Subsidy	Yes/No
Essential Workers subsidy	Yes/No
Resurgence payment	Yes/No
Small Business Cashflow Loan	Yes/No

Tick if supplied:

	<b>Bank Statements</b> <ul style="list-style-type: none"> <li>• Cheque Accounts</li> <li>• Savings Accounts</li> <li>• Term Deposits</li> <li>• Loan Accounts</li> </ul> <p><b>We must have a copy of your bank statement showing the balance as at 31/3/23 even if we have access to your information via Xero or BankLink.</b></p>
	Cheque Books / Deposit Books
	Solicitors Statements
	Loan Agreements
	Hire Purchase Agreements
	GST and FBT returns - <b>only if we do not process</b> (including any workpapers)
	Cash Book (manual or computerised)
	Interest & Dividend certificates
	Paid Accounts and Deposit Records
	BankLink Offsite Clients; please email your end of year info to <a href="mailto:info@taroom.co.nz">info@taroom.co.nz</a>

#### 1. Cash on Hand

Cash Register Float	\$.....
Takings received prior to balance date but not banked until after balance date.	\$.....

**2. Stock on Hand (if over \$10,000)**

Valued at cost price excluding GST (Farmers please put livestock on attached sheet)  
Stock should be physically counted at balance date and adequate records kept to verify the dollar value. If your stock is **less than \$10,000** we will use the same figure as last year, however you can count it if you prefer.

**3. Work In Progress**

Valued at cost price excluding GST. Include Material costs, labour costs and overhead costs. (Please Note: If you have used an alternative method please advise).

**Prepayments** received (Total please)

**4. Debtors (Accounts Receivable) — Please attach list or fill in last page**

List of amounts owing to you including GST at Balance Date.  
Total from attached list.

**5. Creditors (Accounts Payable) — Please attach list or fill in back page**

List of amounts owing by you including GST at Balance Date.  
Total from attached list.

**6. Cash Payments**

List of payments made by cash (noting if they have paid from private or business sources).

**7. Business Income NOT Banked**

Details of any business income not banked into business bank account.

**8. Deposits NOT Business Income.**

Details of any deposits to business bank accounts that are not business income (e.g. wages, sale of assets, loans etc.). Please mark clearly in cash book or on bank statements

**9. Wages Paid**

Supply a copy of your year-end summary/wage book/wage records

**10. Assets sold or purchased**

Attach details or list on back page details of assets purchased or sold during the year such as motor vehicles, plant and equipment and properties. If possible, please provide the following details:

- Hire Purchase or loan agreements
- Lease agreements
- All legal statements and agreements
- Trade-in details
- Lost, stolen or scrapped items
- Copy of Tax Invoices

**11. Property sale and purchase**

We will require the purchase and sale agreement and all other legal documents relating to this transaction.

**12. Business Goods Used for own use**

Please estimate the value of any business goods taken for private use (at cost price) GST inclusive per year/month

\$.....
\$.....

Total private telephone and tolls

<p><b>13. Home Office Expenses</b></p> <p>If part of your home is set aside mainly for use as an office/workshop/storage area, please provide the following details:</p> <p>Business Area: _____ m<sup>2</sup>          Total Area: _____ m<sup>2</sup></p> <p>Power &amp; gas \$ _____          Insurance (Building) \$ _____          Insurance (Contents) \$ _____          Repairs &amp; Maintenance \$ _____          Rates \$ _____          Mortgage Interest \$ _____          Rent \$ _____          Other \$ _____  <b>Total</b> \$ _____</p>	<p><b>14. Motor Vehicle</b></p> <p>The proportion of motor vehicle business use as established by your vehicle logbook is:</p> <p><b>Vehicle Description:</b> _____</p> <p>Business _____ km          Total _____ km          Percentage Business _____ %</p> <p><b>Vehicle Description:</b> _____</p> <p>Business _____ km          Total _____ km          Percentage Business _____ %</p> <ul style="list-style-type: none"> <li>• If you are operating as a Company, please indicate which vehicles you are currently paying Fringe Benefit tax for: _____</li> <li>• How many days was the car unavailable for private use? _____</li> </ul> <p>Please note that a detailed and accurate logbook must be completed for a three-month period every three years or vehicle expense claims will be limited to a maximum of 25% of expenses incurred</p>
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**15. Crypto assets e.g. bitcoin**

**Have you received or traded in crypto assets during the income year?**

Yes/No
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If yes please provide:

- The type of crypto asset
- For each transaction provide the date, type of transaction i.e. received or disposed of, number of units, value in NZD
- Total units of each crypto asset held at the beginning and end of the year
- Exchange records and bank statements
- Wallet addresses

**Thank you for completing this questionnaire.  
 Please don't forget to sign the first page.**

**Q 4****Accounts Receivable (Debtors)**List of amounts owed **to you** at balance date

<u>Name of Debtor</u>	<u>Total incl GST</u>	<u>GST</u>	<u>Net Amount</u>

**Q 5****Accounts Payable (Creditors)**List of amounts owed **by you** at balance date

<u>Name of Creditor</u>	<u>Description</u>	<u>Total incl GST</u>	<u>GST</u>	<u>Net Amount</u>

**Q10****Asset purchases** Please attach tax invoices for assets.

<u>Date</u>	<u>Asset Description</u>	<u>Price excl GST</u>	<u>Trade in / cash/other</u>

**Asset Sales**
