

Business Annual Questionnaire - 2025

Client name: _____

Phone: _____

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 bankers, solicitors, finance companies, and any other business that I deal with to obtain such information as you require to complete the above duties.

Signature _____

Date _____

Would you prefer your accounts to be sent to you:

By
e-mail

By
post

I'll
collect

Information required to complete your tax return:

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

Tick if supplied **Bank Statements @ 31 March 2025** - We must have a copy of your bank statements showing the balance as at 31/3/25 even if we have access to your information via Xero.

<input type="checkbox"/>	Main Accounts
<input type="checkbox"/>	Savings Accounts
<input type="checkbox"/>	Term Deposits
<input type="checkbox"/>	Loan Accounts
<input type="checkbox"/>	Solicitors Statements
<input type="checkbox"/>	Loan Agreements
<input type="checkbox"/>	Hire Purchase Agreements
<input type="checkbox"/>	Cash Book (manual or computerised)
<input type="checkbox"/>	Interest & Dividend certificates

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 \$ _____

13. Home Office Expenses	14. Motor Vehicle
<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: _____ m² Total Area: _____ m²</p> <p>Power & gas \$ _____ Insurance (Building) \$ _____ Insurance (Contents) \$ _____ Repairs & Maintenance \$ _____ Rates \$ _____ Mortgage Interest \$ _____ Rent \$ _____ Other \$ _____</p> <p>Total \$ _____</p>	<p>The proportion of motor vehicle business use as established by your vehicle logbook is:</p> <p>Vehicle 1 Description: _____</p> <p>Business _____ km Total _____ km Percentage Business _____ %</p> <p>Vehicle 2 Description: _____</p> <p>Business _____ km Total _____ km Percentage Business _____ %</p> <p>If you are operating as a Company, please indicate which vehicles you are currently paying Fringe Benefit tax for: _____</p> <p>How many days was the car unavailable for private use? _____</p> <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>

15 Crypto assets e.g. bitcoin

Yes	No
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Have you received or traded in crypto assets during the income year?

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.**

Q4**Accounts Receivable (Debtors)**List of amounts owed **to you** at balance date

Name of Debtor	Total inc GST	GST	Nett Amount

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

Name of Creditors	Total inc GST	GST	Nett Amount

Q10**Asset purchases over \$1,000**

Please attach tax invoices for assets.

Date	Asset Description	Price exc GST	Trade in/ Cash/other

Asset Sales

Date	Asset Description	Price exc GST

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