

# Information Checklist and Questionnaire - 2020 Tax Year



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BUSINESS SPECIALISTS & ACCOUNTANTS

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Client:		Year:
Email:		<b>2020</b>
Phone:		

## A . BUSINESS INFORMATION

### 1 Information Provided

Reconciled cash book or access to software

Yes	No	N/A
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### 2 Investment Information (with interest/dividend certificates)

Yes	No	N/A
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### 3 GST Returns and Workpapers

Yes	No	N/A
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### 4 Fringe Benefit Tax Returns and Workpapers

Yes	No	N/A
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### 5 Payday filing reconciliations

Yes	No	N/A
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### 6 Stock On Hand @ 31 March (GST Exclusive)

\$ .....

Work In Progress @ 31 March (GST Exclusive)

\$ .....

### 7 Accounts Receivable/Trade Debtors (GST Inclusive) – if not in software

\$ .....

Bad Debts @ 31 March (GST Inclusive)

\$ .....

(identified and written off in ledgers before 31 March year-end)

### 8 Accounts Payable/Trade Creditors (GST Inclusive) – if not in software

\$ .....

Please provide an itemised breakdown.

### 9 Cash On Hand @ 31 March

\$ .....

### 10 Cash income not banked

\$ .....

Cash Expenses Paid

\$ .....

Please summarise:

### 11 Fixed Assets Purchased or Sold during the year

Yes	No	N/A
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Please provide an itemised breakdown and invoice copies.

### 12 Changes in Liabilities/Loans

Yes	No	N/A
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Please provide an itemised breakdown.

### 13 New Hire Purchase or Lease Agreements

Yes	No	N/A
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Please provide an itemised breakdown.

### 14 Business Expenses Paid from Personal Funds

Yes	No	N/A
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Please provide an itemised breakdown.

### 15 Home Office/Workshop Expenses

Interest on mortgage \$  
 Rates and/or Rent \$  
 Power, Repairs, Insurance, Other (specify details...) \$  
 Area of home (m2) mtrs  
 Area of workshop/office (m2) mtrs

**16 Private Use of Business Assets**

Power %  
 Telephone %  
 Goods for own use %  
 Other %

**17 Business Motor Vehicles**

*Sole Traders & Partnerships*

Business Use Percentage Vehicle (please provide log book) %

*Companies*

Number of Days of Business Use Vehicle Days

(or Number of Days available for private use) Days

**18 Legal Transactions**

Please provide details.

Yes	No	N/A
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**19 Entertainment Expenses**

Please provide details.

Yes	No	N/A
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**B PERSONAL INFORMATION**

**1 Income**

Family support  
 (please provide names and IRD#s for all children living at home including newborns)

Yes	No	N/A
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Details of PAYE EMPLOYMENT

Yes	No	N/A
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IRD Statement of Income (if not already held by us)

**2 Other Income**

Rental income, partnerships, trusts, overseas income, other  
 Overseas Investments and/or Loans

Yes	No	N/A
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Yes	No	N/A
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Please provide statements for the year showing transactions and balance.

**3 Interest and Dividend Certificates/Dividend Portfolio**

Please provide certificates.

Yes	No	N/A
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**4 Donations (attach receipts)**

Yes	No	N/A
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**C RENTAL PROPERTIES**

Sale & Purchase Agreement, Valuation and Solicitors' Settlement Statements

Yes	No	N/A
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Rental income records

Yes	No	N/A
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Rent expenses (Interest, Rates, Insurance, Maintenance, Management,...)

Yes	No	N/A
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Holiday Home Schedule of use: Private Use Days + Public Rent Days

Yes	No	N/A
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**D** - **OTHER RELEVANT INFORMATION**

Do you have any pension details in NZ or overseas we should consider?

Yes	No	N/A
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Do you have any Overseas Investments?

Yes	No	N/A
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Have you bought or sold a property during the year?

Yes	No	N/A
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Please provide any other income details.

**E** - **Sign-off and authorisation**

Please sign that you have provided us all necessary details required for us to be able to complete a full tax return to the IRD.

*Signed by the client:*

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