



END OF FINANCIAL YEAR INFORMATION

Please ensure you supply us with all the correct information required in this questionnaire, so we can accurately complete your accounts in a timely manner. We understand that some of the language contained in this questionnaire may be foreign to you, if you need any help or clarification please contact us.

EMAIL to rob.saunders@edencitytax.co.nz or POST PO Box 460, Pukekohe 2340

Client Name:

Street Address:

Postal Address (if different from above):

Home Phone:

Mobile:

Work Phone:

Email:

TERMS OF ENGAGEMENT:

(Our full Terms and Conditions are set out in our Tax Authority Agreement and can be emailed to you at your request.)

By signing this document, you confirm the terms of our appointment as your accountant to prepare your financial accounts and tax returns for the 2018 financial year. You authorise EDENCITYTAX LIMITED to:

- Access any information held by Inland Revenue about all tax types in order for us to undertake our duties and to request; to receive correspondence related to tax types; to modify tax details; to prepare; submit and sign tax returns on your behalf.
- ACC for levy purposes for all your associated entities. This authorisation allows EDENCITYTAX LIMITED to query and change information on your ACC levy account(s) through ACC Staff.
- Obtain such information as required in order to complete the services in our agreement from banks, Xero, MYOB, solicitors, finance companies and all government agencies.

You accept the responsibility of providing complete and accurate information to EDENCITYTAX LIMITED, for the preparation of your financial accounts and tax returns. You accept that the financial statements are prepared for your purposes only and that we are not be liable for any losses, claims or damages by a third person.

You acknowledge that EDENCITYTAX LIMITED may be required by law under the Anti-Money Laundering and Countering Financing of Terrorism Act 2009 to conduct customer due diligence on you and any beneficial owners or effective controllers related to your entities, and in some cases, we may need to verify your source of funds.

Signed:

Date:

Name:

Please supply us with the following information if relevant to you.

**TICK if
supplying**

NON-XERO CLIENTS ONLY

- | | |
|--------------------------|------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Manual Cashbook including bank reconciliations |
| <input type="checkbox"/> | Bank Statements (for all bank accounts & stock firms for entire financial year plus one month after) |
| <input type="checkbox"/> | Cheque Butts and Deposit Books (or narrations on bank statements) |
| <input type="checkbox"/> | Solicitors Trust Account Statements |
| <input type="checkbox"/> | Credit Card Statements (that include any business transactions) |
| <input type="checkbox"/> | Bartercard Statements (that include any business transactions) |
| <input type="checkbox"/> | Data, if using an internal accounting programme (please email to us) |

**TICK if
supplying**

ALL CLIENTS

- | | |
|--------------------------|-------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Hire Purchase and Lease transactions documentation |
| <input type="checkbox"/> | Mortgage and other term borrowings documentation |
| <input type="checkbox"/> | GST Returns, work papers and assessments (no need to submit this if we prepare your GST) |
| <input type="checkbox"/> | Fringe Benefit Tax Returns and workings |
| <input type="checkbox"/> | Interest and Dividend Certificates and rebate notices received for the period |
| <input type="checkbox"/> | RWT reconciliation statements for interest or dividends paid by you |
| <input type="checkbox"/> | Investment Portfolio Reports including taxable income statements |
| <input type="checkbox"/> | Motor Vehicle Mileage Records |
| <input type="checkbox"/> | PAYE Returns / Wages Reconciliation Documentation (no need to submit if we file your PAYE) |
| <input type="checkbox"/> | Property Sale and Purchase Agreements, settlement statements and revaluation notices |
| <input type="checkbox"/> | Invoices for legal or other professional services expenses |
| <input type="checkbox"/> | Insurance premium notices and ACC Invoices paid during the year or received subsequently |
| <input type="checkbox"/> | Stocktake summary or stocktake count sheets |
| <input type="checkbox"/> | Review asset register and provide invoices and supporting information for asset sales/purchases |

	Accounts receivable list (Clients who invoice out of Xero do not need to supply this)
	Accounts payable list
	Dairy Company (Fonterra) statements / Fonterra letters re shareholding

CASH ON HAND

Petty Cash:

\$

Till Floats:

\$

Income received but not banked:

\$

Deposits in advance/lay-by sales receipts:

\$

STOCK ON HAND

Stock on hand (excl. GST):

\$

Circle state basis of valuation below:

Cost / Net Realisable Value / Other _____

If your turnover is less than \$1.3 million per year you can use your opening stock value for tax purposes as long as the closing stock can be reasonably estimated to be worth less than \$10,000

BANKINGS ON HAND

a) Do bankings include amounts which are not from normal sales? (If yes, please provide details, if not clearly shown in your deposit book).	YES	NO
b) Were all sales banked into your business account?	YES	NO
c) Were all sales not banked into your business account included in your GST returns?	YES	NO

WORK IN PROGRESS

- a) Work in progress includes material costs, labour costs and overhead content incurred but not yet invoiced at cost price (excluding GST):

\$

GOODS FOR PRIVATE USE

a) What was the value of goods taken from stock for private use, at cost price (including GST)?	\$	
b) Were there any payments made to your suppliers for goods or services that were used by you personally? (If yes, please provide details)	YES	NO
c) Has accommodation and meals been supplied to staff as part of their employment package? (If yes, please provide details)	YES	NO

DONATIONS

a) Has the entity made any donations during the financial year? If so, please provide details.	YES	NO
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MOTOR VEHICLES – For Sole Traders, Trusts & Partnerships Only. (Vehicle expense claims will be limited to a maximum of 25% of total costs unless a log book proves a higher percentage can be claimed).

To calculate the business use of a vehicle, a log book must be maintained for at least a three-month test period every three years, or when a significant change in business occurs. However, if the nature of your business or the vehicle usage means that a three-month representative period is not possible, a log book must be used for all of the vehicle's usage.

Make and Model:

3-month period of the last log book kept:

From: _____ To: _____

Total km travelled during period:

Km travelled for business use during period:

Business Percentage (Business Use divided by Total travelled): %

Make and Model:

3-month period of the last log book kept:

From: _____ To: _____

Total km travelled during period:

Km travelled for business use during period:

Business Percentage (Business Use divided by Total travelled): %

MOTOR VEHICLES CONTINUED

a) Have you provided employees a motor vehicle for private use?	YES	NO
b) Did you as a business owner or employer have access to a business vehicle for private use?	YES	NO
c) If so, do you return this benefit for FBT purposes?	YES	NO

Motor Vehicles – employers and FBT

An employer is usually liable to pay FBT on vehicles which are provided to employees (including shareholder-employees), unless the vehicle meets the definition of a "work related vehicle".

Although an employer is not required to maintain a log book for vehicles which are used by employees, this may be useful to determine the number of days that the vehicle is not available for private use under the limited exemptions which are available.

"Work related" vehicles are exempt from FBT if employees cannot use them for general private use **and** if they meet all four of the following conditions :

1. The principal design of the vehicle is not for carrying passengers
2. The exterior of the vehicle permanently and prominently displays the name of the employer, or the business logo, acronym or other identification
3. You notify employees in writing that the vehicle is available only for private use travel between home and work, and for travel which is incidental to business travel (e.g. going to a bank on the way home from work)
4. You conduct checks to ensure that employees are complying with the restrictions.

BUSINESS ENTERTAINMENT Please provide the following details if not clearly identified in your records.

a) Entertainment expenses paid by your business but which are private	\$
b) Entertainment expenses which are business-related but only 50% deductible (exclude GST if registered). Include but not limited to: <ul style="list-style-type: none"> • Food or beverages provided for existing clients, potential clients, business contacts and staff (excluding morning and afternoon teas provided to employees or clients on your business premise, conference or course; food or beverage consumed on business travel – unless an existing client or potential client or business contact was a guest). • Social functions for employees • Provision of, or access to corporate boxes, pleasure crafts and any other similar exclusive areas at sporting, cultural or other recreational activities. • Please refer to the Inland Revenue website for the full details on inclusions and exclusions of deductible entertainment expenses. 	\$

FIXED ASSETS

a) Have you reviewed the asset register from last year and noted any changes of assets purchased (including trade-ins), sold or otherwise disposed of? Assets include items such as Land & Buildings, Motor Vehicles, Plant & Equipment, Furniture & Fittings and Leasehold Improvements that cost more than \$500 (excluding GST). We require copies of tax invoices and supporting information (including hire purchase, loan/lease agreements, insurance proceeds) for all asset transactions.	YES	NO
b) Have any assets been constructed or refurbished? If yes, please provide details of cost of materials and labour.	YES	NO

Mixed-Use Assets

The rules that apply to some types of mixed-use assets have changed. If you have an asset that meets the following requirements, the mixed-use asset rules might be applicable:

1. The asset is : a. Real estate (a including holiday home),or
b. A boat, or
c. An aircraft

2. The asset is not used at all for at least 62 days of the year
3. The asset is used for both business and private purposes

The major change to the rules is in relation to how the expenditure is apportioned between the business and the private use. Please let us know if you own an asset which could possibly be subject to these rules.

PREPAYMENTS

a) Did you incur any costs during the year for goods or services which were not fully used until after balance date? If yes, please provide details or copies of any invoices.	YES	NO
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GOODWILL

a) If there is goodwill shown as an asset in your previous financial statements or you have purchased some during the period, are there any factors that would reduce its value? If yes, please attach details.	YES	NO
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INVESTMENTS (NZ)

a) At any time during the year, did you: <ul style="list-style-type: none">• Acquire any investments?	YES	NO
<ul style="list-style-type: none">• Sell or transfer any investments?	YES	NO
<ul style="list-style-type: none">• Have any investments matured during the year?	YES	NO
<ul style="list-style-type: none">• Have an investment in a PIE (if yes, please attach all documentation for these investments)	YES	NO

INVESTMENTS (OVERSEAS)

b) At any time during the year, did you: <ul style="list-style-type: none">• Have any foreign currency bank accounts (in NZ or overseas)	YES	NO
<ul style="list-style-type: none">• Own any share in overseas companies or unit trusts?	YES	NO
<ul style="list-style-type: none">• Have any interest in an overseas superannuation scheme?	YES	NO
<ul style="list-style-type: none">• Have any interest in an overseas life insurance policy? (If yes, please attach all documentation received for these investments).	YES	NO

LOANS MADE

a) Did you lend any money during the year? If yes, please attach copies of the agreements and any statements. We need to know the name of the other parties, the interest rates and the repayment terms.	YES	NO
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LOANS RECEIVED

a) Did you incur any of the following during the financial year? <ul style="list-style-type: none">• Loans / Mortgages	YES	NO
<ul style="list-style-type: none">• Hire purchases	YES	NO
<ul style="list-style-type: none">• Personal Guarantees If yes, please attach copies of the agreements and any statements. We need to know the name of the other parties, the interest rates and the repayment terms.	YES	NO

OTHER INCOME

a) Did you receive any income from a Trust, Estate or Partnership?	YES	NO
b) Did you receive any other income not mentioned in this questionnaire? If yes, please provide details and advice notices received, or the name and address of the person to contact for the information.	YES	NO

Personal Services Attribution Rules

In order to prevent individuals avoiding the 33% tax rate for personal services income by trading through a company or trust, the legislation has some anti-avoidance "attribution rules". These mean that individuals who provide personal services via a company or trust (with 80% or more of their income being from one customer) might have the company or trust's income attributed to them as personal income. If these rules could possibly apply to your situation, please contact us for more specific advice.

HOME OFFICE EXPENSES Please provide the following details if not clearly identified in your records.

a) Please state the number of months in the financial year you have owned this property.	
b) Total Area of House	M ²
c) Area used for business	M ²
d) Percentage of Home Office to House (Area used for business divided by total area of house)	%
e) Purchase price of home:	\$
• Land	\$
• Buildings	\$
• Chattels	\$
f) Please provide details of the following expenses – please specify if amount is MONTHLY or ANNUAL (circle)	\$
• Insurance (Home and Contents)	
• Mortgage interest payments	\$
• Power and Gas	\$
• Rates / Water	\$
• Repairs and Maintenance	\$
• Telephone	\$
• Documentation of any other expenses relating to this property not included above.	

BUSINESS EXPENSES PAID PERSONALLY

a) Have you paid any business expenses from personal funds which have not been reimbursed for? If yes, please attach a list of business expenses paid from personal funds.	YES	NO
b) Have these been adjusted for in your GST returns? If yes, please provide workings of the GST adjustment and the GST period the adjustment was made.	YES	NO

INCOME / EXPENDITURE FROM A LOOK-THROUGH COMPANY

a) Were you allocated a share of income / expenditure from a Look Through Company? If yes, please provide details and advice notices received, or the name and address of the person to contact for the information.	YES	NO
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COMPANIES ONLY – GENERAL

Note: It is important to consult with us prior to any shareholding or share capital changes including between existing shareholders) as there could be adverse tax implications.

a) Did the company declare any dividends or return any capital to the shareholders during the financial year? If yes, please supply details.	YES	NO
b) Were there any changes in shareholding (direct or indirect) or names of shareholders / directors during the year? If yes, please attach a list of changes that have arisen.	YES	NO

CHANGES IN SHAREHOLDING

If you are planning any changes to the shareholding of your company, please contact us before this occurs. Such changes could include the introduction of new shareholders, the transferring of shares between existing shareholders, or changes in the ultimate shareholding of a parent company.

Change in direct or indirect shareholding can have tax implications for your company, including:

- Cancellation of any tax losses being carried forward from prior years
- Loss of credits in your imputation credit account, meaning that tax would need to be paid again on any retained earnings subsequently distributed as dividends
- Cancellation of Qualifying Company status
- Different treatment of LTC income/expenditure

These problems can sometimes be eliminated if you obtain advice from us before the shareholding change occurs.

TRUSTS ONLY

a) Was any loan or debt partly or fully forgiven during the year?	YES	NO
b) Was any gift received during the period? If yes, to either of the questions above, please supply copies of the documentation.	YES	NO
c) If you answered no and you have loans to the Trust, would you like advice on gifting?	YES	NO
d) Do you wish to make an allocation of income and/or capital to any beneficiaries? If yes, please provide us with your instructions. We will need to know the IRD number of any beneficiaries are under the age of 16 as at balance date.	YES	NO
e) Was any settlor or trustee absent from NZ during the year?	YES	NO
f) Is any settlor or trustee contemplating leaving NZ in the near future? If yes for either of the above questions, please supply details	YES	NO
g) Were there any changes in trustees or beneficiaries or the names of the trustees or beneficiaries during the year? If yes, please attach a list of the changes including the IRD numbers of the new parties and Trust minutes (where applicable).	YES	NO

ACCOUNTING SOFTWARE – NON-XERO CLIENTS ONLY

a) Please provide your software name, version and log in details		
File emailed to: _____ Date: _____		
b) Do all bank accounts reconcile at balance date?	YES	NO
c) If we supplied you with a final journal entry for the previous financial year, has this been entered into your accounting system?	YES	NO

ACCOUNTING SOFTWARE – ALL CLIENTS

a) Is your current accounting software meeting your needs?	YES	NO
b) Would you like us to contact you regarding options and/or training?	YES	NO

TAX REFUNDS

a) If your tax calculation results in a refund and you are a provisional tax payer, do you want the refund: <ul style="list-style-type: none">Refunded to you in full, OR	YES	NO
<ul style="list-style-type: none">Used to offset your provisional tax liability (if any)	YES	NO

GENERAL

a) Did you export any goods and services during the last financial year? Please supply details and/or documentation.	YES	NO
b) Did the nature of your business change in any way during the last financial year? Please provide details.	YES	NO
c) Do you expect the nature of your business to change during the next financial year? Please provide details.	YES	NO
d) Do you have any lease commitments? E.g. Did you enter into any arrangements for leasing assets during the financial year? Please provide details.	YES	NO
e) Do you have any capital commitments? E.g. Maintenance commitments, building refurbishment commitments. Please provide details.	YES	NO
f) Are there any contingent liabilities you are aware of? E.g. Any legal proceedings pending which will have a material affect on your business. Please provide details.		

PROPERTY INFORMATION

<p>a) Was a property purchased or sold during the financial year, if so please provide the following:</p> <ul style="list-style-type: none"> • Solicitor's settlement statement confirming purchase details of property • The rateable valuation or independent valuation of the property at the time of purchase • Advise how the property was funded and any loan documentation • A list of chattels in the property at time of purchase <p>Please write the property address here:</p>	YES	NO
<p>b) Did you make any improvements to the property during the year? If so, please provide details of the cost and nature of the improvements.</p>	YES	NO
<p>c) How many days was the property rented out to non-associated people?</p>		
<p>d) How many days was the property rented to, or used by, associated people? E.g. Family</p>		
<p>e) How many days was the property used personally?</p>		
<p>f) Rental Information for the financial year</p> <p>Rental Income: \$</p> <p>Expenses</p> <p>Commission: \$</p> <p>Rates: \$</p> <p>Insurance: \$</p> <p>Repairs/Maintenance: \$</p> <p>Bank Charges: \$</p> <p>Other Expenses: \$</p> <p>Please specify.</p> <p>Provide a separate list of all repairs costing more than \$500.</p> <p>If you have a separate bank account for the rental property, please submit the bank statements with notations on the transactions for the year.</p> <p>If the property is independently managed please provide a copy of the managers financial reports which were supplied</p>		
<p>Purchase / Sale of Business or Building</p> <p>If you are thinking about purchasing or selling a building or your business, it is advisable to discuss this with us prior to signing any documents. Significant GST issues can arise in these situations. There may also be income taxation advantages depending on how the purchase/sale of a business is structured.</p>		

OTHER CREDITORS OUTSTANDING AT BALANCE DATE

(You are not required to fill this section out if we have access to your payroll software)

PAYE:

\$

Wages Outstanding:

\$

Bonuses payable to employees:

\$

Bonuses paid within 63 days of balance date:

\$

Holiday pay due to employees:

\$

Holiday pay paid within 63 days of balance date:

\$

PENALTIES & INTEREST

Please take time to read the below information.

PENALTIES

The primary obligation of a taxpayer is to:

- Correctly determine the amount of tax payable under the tax laws
- Deduct or withhold the correct amount of tax from payments or receipts
- Pay tax on time
- Keep all necessary information and maintain all necessary accounts or balances
- Co-operate with the Commissioner
- Comply with other specific tax obligations

The onus of the regime is on the taxpayer to determine the correct amount of tax payable. Penalties are based on the amount of tax shortfall. Below is an outline of the tax penalties:

- Lack of reasonable care 20%
- Unacceptable interpretation 20%
- Gross carelessness 40%
- Abusive tax position (Tax avoidance) 100%
- Tax evasion 150%

The above penalties are increased in cases of obstruction and are reduced where the taxpayer makes disclosure before the breach is detected by the IRD. In addition to the above penalties relating to the miscalculation of tax, the following penalties can also be imposed.

- Late filing of returns: this is a flat penalty ranging from \$50 to \$500
- Late payment of tax: This penalty is initially 1% on the day after payment is due, 4% one week after payment is due and 1% compounding monthly thereafter.

IRD USE-OF-MONEY INTEREST (UoMI)

The IRD can charge some taxpayers “use-of-money interest”, and this might represent a significant additional cost to your business. Even if you have paid your provisional tax instalments as required, use-of-money interest could still be charged if your “residual income tax” balance exceeds the total of your provisional tax payments. For some taxpayers, interest could apply from the first provisional tax instalment date. It is therefore important to have systems in place to monitor the profitability of your business during the year. If there is a significant increase in profitability, we can discuss the various tax options with you.