

Client Name: _____

Address: _____

2019 Business Questionnaire

Please complete this questionnaire, sign over the page and return with your records.

Information we need	Yes/No/NA	Comment
Accounting Records- If applicable - Written cashbook – reconciled to bank statements (to be included) - Or Computerised accounting records <ul style="list-style-type: none">Backup at year end/ or email file to usPassword for back up files: _____		
Loan Statements		
Wages paid to Employees – Wage Book and IR348's		
Fringe Benefit Tax (FBT) Returns		
Interest and Dividend Certificates		
Overseas income - including interest and dividend certificates, changes in overseas shareholding.		
Bank Statements – Proving closing balance of bank account/s		Please attach statements
Accounts Receivable (Debtors)		Please attach a schedule
Accounts Payable (Creditors)		Please attach a schedule
Cash on Hand at balance date		\$
Petty Cash at balance date		\$
Stock on Hand		\$ GST Incl GST Excl
Work in Progress – include material costs, labour costs and overhead costs		\$ GST Incl GST Excl
Capital Expenditure – details of assets purchased/sold during the year.		Please enclose invoices
Transactions Not Through the Business Were all sales banked into your business bank accounts? Were all purchases withdrawn from your business bank accounts? If No, list amounts and where they were lodged (eg personal a/c)		Please attach a schedule
Legal and Loan Documents Please attach any solicitor's statements and Sale & Purchase Agreements relating to any legal transactions during the year. Please include statements and agreements relating to any mortgages, hire purchases, leases or loans. Please include a copy of your latest Quotable Valuation for any properties you own.		

<p>Business Expenses There are a number of invoices that we specifically require. Please ensure the records you provide us with include all paid accounts for:</p> <ul style="list-style-type: none"> • Insurance premiums • Legal fees 		Please enclose invoice/s
Private Use and value of goods taken at cost.		\$
Motor Vehicles – Business percentage as per log book		%
<p>Home Office Expenses – Percentage of home used for business. Please include statements for insurance, power, rates, interest on mortgage etc</p>		\$ %
<p>Any other information – please attach details you think may be relevant</p>		

Bank Account Details

The IRD will no longer be paying refunds by cheque. Please provide details of the bank account you would like any refunds paid into.

Account Name: _____

Account Number:

□	□	-	□	□	□	□	-	□	□	□	□	□	□	-	□	□	□
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Please complete the details to the right so that we can update our records.

Work phone	
Mobile	
Email	
Website	

Signature _____ **Date** _____

Thank you for completing this questionnaire.