



CANTERBURY
ACCOUNTANTS

Canterbury Accountants
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Business Questionnaire 2020

It is a requirement of Inland Revenue that this questionnaire be completed in full, signed and dated by the client.

Business Name:

Bank Account Number for Refund:

Inland Revenue no longer provides the option for refunds via cheque for any tax returns submitted for future income tax years. All tax refunds will now be paid by direct credit to the designated bank account. It is crucial that the bank account details Inland Revenue currently hold for you, if any, are correct.

| Contact Details – to ensure our record is up to date | Preferred contact method |
|--|--------------------------|
| Email: | |
| Phone Number: | |
| Address: | |

Privacy Act Authorisation

- I/We authorise Canterbury Accountants & Taxation Specialists Ltd (Canterbury Accountants) and any employees or contractors of Canterbury Accountants to act as our tax agent with Inland Revenue on matters relating to ALL tax types. This includes authority to:
 - discuss and make enquiries verbally or in writing to Inland Revenue from time to time regarding my/our tax affairs
 - obtain and access information via telephone/info express, fax or online services provided by Inland Revenue.
- I/We authorise any person or company to provide Canterbury Accountants with such information as Canterbury Accountants may require to complete the Financial Statements, and/or Tax Return, and any other work Canterbury Accountants carries out on behalf of myself/ourselves.
- I/We further authorise Canterbury Accountants to furnish to any third party, financial information of mine/ours as Canterbury Accountants sees fit that is requested in furtherance of our business activities.
- I/We further authorise that all information is true and correct and is supplied under the terms pursuant to the signed terms of engagement previously issued.
- I/We authorise Canterbury Accountants to act on my/our behalf in respect of the Accident Compensation Corporation (ACC) for the purposes of querying and/or changing information on my/our ACC levy account(s) through ACC staff, and through ACC Online Services. This authority will also allow Canterbury Accountants' main representative discretion to delegate access to your ACC information to any member of Canterbury Accountants. Other delegated members of Canterbury Accountants will also be able to query and change information on your ACC levy account.

Signature: Date:.....

1. Accounts Receivable – Money owing to you at balance date Yes No

If yes, please provide total figure \$.....GST incl./excl

Bad Debts written off during the year \$.....GST incl/excl

2. Accounts Payable – Money owing by you at balance date Yes No

If yes, please complete attached schedule 1.

3. Stock on Hand -Only required if more than \$10,000 at cost. Yes No

Stock on hand should be counted at balance date and stock sheets prepared.

If yes, please provide figure \$.....GST incl/excl

4. Is your business a farming business? Yes No

If yes, please complete farm schedule.

5. Home office expenses Yes No

Is part of your home used for home office, workshop or storage?

If yes, please provide the followings:

Total area of homem2

Area used for business purposem2

Expenses incl GST

Light & Power \$.....

Repairs & maintenance \$.....

Rates \$.....

Insurance Building \$.....

Insurance Contents \$.....

Telephone/ Internet \$.....

Expense excl GST

Mortgage Interest \$.....

Depreciation \$.....

Rent Paid \$.....

6. Record Keeping Yes No

Xero

MYOB

Excel spreadsheets

Coded Bank Statements (1 April 2019 to 31 March 2020)

Other..... (Please comment)

7. Fixed Assets Yes No

Did the business purchase or sell any assets during the year? If yes, please complete attached schedule 2

You must complete the schedule of assets purchased and/or sold during the year. Please provide copies of:

- Sales and Purchase Agreements
- Hire Purchase Agreements
- Solicitors Settlement
- Valuations (e.g. Rates Demands, Valuation Reports etc)

8. Motor Vehicles Yes No

Is the vehicle owned by a company?

If yes, please see question 12.

If no, please fill out below information

| | Vehicle 1 | Vehicle 2 |
|---|-----------|-----------|
| Vehicle Description and Rego Number | | |
| Business use percentage | | |
| Or, total Km travelled for business use | | |
| AND Total Km travelled | | |

Please note that a detailed and accurate log book must be completed for a 3-month period every 3 years or vehicle expense claims will be limited to a maximum of 25% expense incurred.

9. Entertainment Expenses

Generally, only 50% of entertainment costs are tax deductible, with the following exceptions.

- Meals while travelling on business
- Meals provided at a conference of at least four hours duration not including meal breaks
- Meal allowances paid to staff working overtime
- Meals whilst on an overseas business trip
- Entertainment for charitable purposes

If any of these exceptions apply to your entertainment expenditure, please provide details.

10. Expenses Paid Personally

Please provide a summary of expenses paid by you personally and provide documentation where appropriate. (Do not include expenses that have been reimbursed or previously advised)

| Date of Purchase | Description | Brought from | Cost (incl GST) | GST Claimed Y/N |
|------------------|-------------|--------------|-----------------|--------------------|
| | | | | |
| | | | | |
| | | | | |

11. Private Use

Value of goods taken for private use at their cost price. \$..... GST incl/ excl

12. Other information Yes No

If not prepared by us, please provide:

GST returns -All returns and work papers showing how GST was calculated

FBT Returns -All returns and paperwork showing how FBT was calculated

PAYE Returns

-IR345 -employer deductions

-IR348 -employer monthly schedules for the financial year to balance date

Correspondence - all other correspondence from Inland Revenue

13. Look Through Company (LTC) Yes No

If the company is an LTC, please provide details of any debt security in place including the name of the party or parties securing the debt, what debt has been secured and the type of security in place. We need this information to determine the extent of the LTC losses claimable under the new LTC rules.

14. Change in nature of business Yes No

If yes, please provide details.

.....

15. ACC Information Yes No

Provide copies of ACC invoices issued to you during the year.

16. Insurance Pay-out Yes No

Have you received any insurance pay-out from your insurer or EQC during the year?

If yes, please provide details.

17. Do you require a copy of the accounts to be forwarded to a third party? Yes No

If yes, please supply details.

Schedule 1 Accounts Payable

| Name of creditor | Type of Expenses | Total Amount GST incl./excl. |
|------------------|------------------|------------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

Schedule 2 Fixed Assets

Assets purchased during the year

| Date | Description | Brought from | Cost (incl GST) | Trade-in (Incl GST) | GST claimed Y/N |
|------|-------------|--------------|-----------------|---------------------|-----------------|
| | | | | | |
| | | | | | |
| | | | | | |

Assets sold or disposed during the year

| Date | Description | Brought from | Cost (incl GST) | Trade-in (Incl GST) | GST claimed Y/N |
|------|-------------|--------------|-----------------|---------------------|-----------------|
| | | | | | |
| | | | | | |
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