

2024 BUSINESS QUESTIONNAIRE

Do NOT use this one for a Rental - there is a different questionnaire

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	NAME:			
1a			<mark>OB</mark>	er
	Supply - Main Trading Account – business one only - Savings Account – business bank accounts only - Other Account – business bank accounts only	Yes Yes Yes	No No No	N/ <i>A</i> N/ <i>A</i> N/ <i>A</i>
	- Credit Card - only if used for Business as well as personal – see 14	Yes	No	N/A
	OR CASHBOOK – provide summary and detailed cashbooks and ledgers	Yes	No	N/A
1b	BANK STATEMENT – if are on MYOB - WE NEED ONE BANK STATEMENT FOR ACCOUNT SHOWING THE BALANCE AT 31 MARCH 2024	EACH		
	For all accounts that are used for the business please supply the statement that shows	21 M	arch 2	กวร
	- Main Trading Account – business one only	Yes	No	.023 N/A
	- Savings Account – business bank accounts only	Yes	No	N/A
	Other Account – business bank accounts only	Yes	No	N/A
	- Credit Card - only if used for Business as well as personal – see 14	Yes	No	N/A
1c	CODING REPORT - if are on MYOB IF YOU NORMALLY RECEIVE AN ANNUAL CODING REPORT it will be sent to you soon. However, if you do not receive it please phone or email us to request it.	Yes	No	N/A
2	WRITE DETAILS ONTO BANK STATEMENTS IF NOT ON MYOB For all accounts for the year. Write on each line what the deposit or withdrawal was for – E.g. Sales, Income or Telephone, Purchases, Fuel, Repairs, Asset etc.	Yes	No	N/A
3	OVERDRAFT FACILITY	Yes	No	N/A
	Do you have an authorised overdraft facility? How much? What is the interest rate on the authorised overdraft? %	-		
		-		
4	UNBANKED INCOME / CASH FLOAT	Yes	No	N/A
	Did you retain a cash float at year end?\$	_		
	Any income received before 31 March 2024 not banked until April \$	- -		
5	INCOME BANKED INTO PERSONAL ACCOUNTS OR CASH TAKEN FROM SALES AND NOT OTHERWISE ACCOUNTED FOR Attach full details – date, who from, \$ amount and whether GST accounted for	Yes	No	N/A
6	CASH PAYMENTS FROM SALES Was cash taken to pay expenses, or on personal items? If yes provide details	Yes	No	N/A

7	GST RETURNS Attach a copy of ALL GST returns and workings.	Yes	No	N/A
8	FBT RETURNS Attach a copy of ALL FBT returns and workings.	Yes	No	N/A
9	GOODS TAKEN FOR OWN USE During the financial year were goods taken for private use. If yes what was the total amount taken? (incl. GST) \$	Yes	No	N/A
10	IMPORTING GOODS – CUSTOMS & FREIGHT INVOICES If you import goods then please supply ALL invoices relating to the imported goods, Purchase, Customs & Freight Invoices	Yes	No	N/A
11	EXPENSES PAID PRIVATELY OR WITH PERSONAL CREDIT CARD Did you pay for any business expenses with personal funds? (If yes provide a list showing date, who to, what for, amount, and whether GST was claimed <i>OR</i> credit card statements with business expenses highlighted and detailed)	Yes	No	N/A
12	REPAIRS AND MAINTENANCE Attach copies of invoices for all repairs and maintenance over \$1,000?	Yes	No	N/A
13	STOCK – only needed if more than \$5,000 Stock take done @ 31 March 2024 Attach the stock count sheets of your required physical stock count or advise the total stock figure excluding GST. (Stock should usually be valued at cost price) \$	Yes	No	N/A
14	WORK IN PROGRESS – only if more than \$5,000 Was there work partly completed, but not charged to customers at 31 March 2024? Assess the value of work done as follows: Cost of material supplied to balance date Plus, cost of labour supplied up to balance date Value of work in progress at balance date \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Yes	No	N/A
15	DEBTORS / ACCOUNTS RECEIVABLE List of accounts outstanding at year end, after writing off bad debts. (Amounts owing to you by your customers i.e. invoiced before 31 March but not paid till April or later) Debts considered "BAD" need to be physically written off ledger PRIOR to 31 March.	Yes	No	N/A
	Name Type of Income	GST i	ncl \$	
16	CREDITORS / ACCOUNTS PAYABLE List of all accounts owing at year end (Amounts owing by you to your suppliers) These are invoices received that are dated March but not paid until April or later	Yes	No	N/A
		Amount]
				1

	LEGAL EXPENSES Attach copies of invoices for all I	egal fees in	lile iasi		ial yea	-				
18	ENTERTAINMENT EXPENSES If you are audited can you provide det	tails of all ente	ertainmen	t expens	es? I.e.	Who ente	rtained	Yes ? Etc.	No	N/A
19	LOAN STATEMENTS Provide copies of Loan statements	showing inte	erest and	l principa	al paid	for the ye	ear.	Yes	No	N/A
20	NEW MORTGAGE / LOAN DETAI Attach a copy of any other NEW		Loan / H	P agree	ements	6		Yes	No	N/A
21	ASSETS – PURCHASED OR SOL If there have been any assets sold provide details and invoices (receip Assets are items with a life of mo	or purchased ots) – remem	d during ber to in	the final	otor ve	hicles he	re	Yes	No	N/A
	Assets Purchased									
	Description		Da	ite		\$		voice	Attac	hed
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	Assets Sold or Scrapped Description			Dat	te	Sold/ S	crap		\$	
					te	Sold/ S	crap		\$	
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					te	Sold/ S	crap		\$	
			Sponsor	Dat				Yes ne year	No	N//
	DONATIONS / SPONSORSHIP RE Attach ORIGINAL receipts for all De HOME OFFICE – Do you have as NB: IF THE RENTAL IS I	n area set as	side as	ship) tha	at were	e made du	uring the	Yes	No	
	DONATIONS / SPONSORSHIP RE Attach ORIGINAL receipts for all De HOME OFFICE – Do you have a	onations (or	side as a	ship) that	at were	e made du our home CAN BE	uring the	Yes	No	
	DONATIONS / SPONSORSHIP RE Attach ORIGINAL receipts for all De HOME OFFICE – Do you have as NB: IF THE RENTAL IS I	n area set as	side as a	ship) tha	at were	e made du our home CAN BE	uring the	Yes	No	
	DONATIONS / SPONSORSHIP RE Attach ORIGINAL receipts for all De HOME OFFICE – Do you have at NB: IF THE RENTAL IS I Body Corp fees	n area set as MANAGED	side as a	ship) that	e in yo FFICE Gas	e made du our home CAN BE	uring the	Yes	No	
	DONATIONS / SPONSORSHIP RE Attach ORIGINAL receipts for all De HOME OFFICE – Do you have a NB: IF THE RENTAL IS I Body Corp fees Gardening	n area set as MANAGED \$	side as a	ship) that an office of the control	e in your FICE Gas rest of hooffice ar	e made du our home CAN BE	uring the	Yes IMED \$	No No	N/A
	DONATIONS / SPONSORSHIP RE Attach ORIGINAL receipts for all De HOME OFFICE – Do you have at NB: IF THE RENTAL IS I Body Corp fees Gardening Insurance – contents	n area set as MANAGED \$ \$	side as a	ship) that an office office of the office of	e in your FFICE Gas rest of hoffice ar	e made du our home CAN BE	uring the	Yes IMED \$	No No	N/A
23	DONATIONS / SPONSORSHIP RE Attach ORIGINAL receipts for all De HOME OFFICE - Do you have as NB: IF THE RENTAL IS IS Body Corp fees Gardening Insurance - contents Insurance - house	n area set as MANAGED \$ \$ \$ \$	side as a	ship) that an office of the composition of the comp	e in your FFICE (Gas rest of horifice arouncil &	e made du our home CAN BE ouse ea only Regional	uring the	Yes IMED \$ \$ \$ \$	No No	N/A
	DONATIONS / SPONSORSHIP RE Attach ORIGINAL receipts for all De HOME OFFICE – Do you have as NB: IF THE RENTAL IS I Body Corp fees Gardening Insurance – contents Insurance – house Phone - Business tolls & cell phone only	n area set as MANAGED \$ \$ \$ \$ \$	side as a	ship) that an office of the control	e in your FFICE Gas rest of hooffice arouncil & es	e made du Dur home CAN BE ouse ea only Regional	uring the	Yes IMED \$ \$ \$ \$ \$	No No	N/A
	DONATIONS / SPONSORSHIP REAttach ORIGINAL receipts for all Description HOME OFFICE – Do you have an NB: IF THE RENTAL IS IN Body Corp fees Gardening Insurance – contents Insurance – house Phone - Business tolls & cell phone only Interest on Mortgage	n area set as MANAGED \$ \$ \$ \$ \$	side as a	ship) that an office of the control	e in your FICE Gas rest of hoffice arouncil & es	e made du Dur home CAN BE ouse ea only Regional	uring the	Yes IMED \$ \$ \$ \$ \$ \$ \$ \$	No No	N/#

24	DO YOU HAVE A BOAT, BACH or HOLIDAY RENTAL? If you rent it out to the public AND you use it yourself then we If you are not sure if it applies to you – please ask	need the details	Yes as shown belo	No ow.	N/A
	If so, we need the following information:	No. of Days	Rent Paid		
	Number of days rented or leased to independent 3 rd parties		\$		_
	Number of days used by you or your family		\$		_
	PLEASE PROVIDE A DETAILED LIST OF DATES, NAMES,	AMOUNTS ET	С		
25	MOTOR VEHICLES		Yes	No	N/A
	A) Logbook Is your vehicle logbook less than 3 years old? Busines If NO, keep one for the next 3 months and advise us of the bu Please note a detailed and accurate logbook must be completed for motor vehicle expenses will be limited to a maximum of 25% of expe without a logbook may be difficult	siness % a 3-month period		No	N/A
	OR	Number	r Km's		
	B) Mileage - the total number of kilometres traveled for busine	ess			
	Remember - you must be able to justify this mileage w	ith a logbook d	or similar (do	n't gi	uess!)
	Vehicle Make and Model				_
	Fuel Type – e.g. Petrol, Diesel, Hybrid, Electric				
26	INTEREST RECEIVED – Bank, PIE & KiwiSaver Attach Interest certificates & RWT Certificates – while we get s	some details fror	Yes m IRD we need	No to ch	N/A neck
27	DIVIDENDS RECEIVED Attach Dividend certificates or obtain report from Link or Comp	outershare	Yes	No	N/A
28	BUSINESS DESCRIPTION - Please write in a description of w	hat your busines	ss does		
29	NZBN – Please supply your NZ Business number		<u></u>		
23	NZBN - Flease supply your NZ Business number				
30	BANK ACCOUNT NUMBER - Please enter the account numb	er for any tax ref	fund for the bus	siness	
31	CORRESPONDENCE & NEWSLETTERS Via Email	il or	NZ F	Post	

Pos	tal Address:	Work Phone:			
		Home Phone:			
		Fax Number:			
Phy	sical Address:				
		Cellphone:			
		Email:			
33	OTHER INFORMATION AND INTENTIONS What plans do you have that might be relevant to your tax situation E.g. sale/purchase rental or business, moving into import/export, sales, re-locating overseas, opening an overseas branch etc. Deta	n? expected large increase/decrease in	lo N/A		
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34	I CERTIFY THAT the information provided in this document is true, and correct to the best of my knowledge; and that I have provided all the relevant documentation and data needed:				
-	Signature	Date			
	Name in Full				