



## 2020 BUSINESS QUESTIONNAIRE

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

NAME:

**IF YOU ARE ON *BANKLINK* OR *MYOB* (and have been for the full financial year) PLEASE GO DIRECTLY TO QUESTION 4 – and there is also a section at the end that you need to complete too**

*Circle Answer*

**IF YOU ARE ON *BANKLINK* or *MYOB* ESSENTIALS SKIP TO NUMBER 4**

### 1 BANK STATEMENTS – this applies to BUSINESS bank ONLY

For all accounts **ALL** bank statements for **THE FULL YEAR** from 1 April 2019 to 31 March 2020

Supply -	Cheque Account	Yes	No	N/A
-	Savings Account	Yes	No	N/A
-	Other Account	Yes	No	N/A
-	Credit Card	Yes	No	N/A

**OR CASHBOOK** – provide summary and detailed cashbooks and ledgers Yes No N/A

### 2 CHEQUE AND DEPOSIT BOOKS

Yes No N/A

For all accounts for the year. Check accurate descriptions are on the cheque and deposit butts – **ALTERNATIVELY** – write details on each line of bank statements

### 3 GST RETURNS

Yes No N/A

Attach a copy of ALL GST returns and workings.

## **ALL CLIENTS**

### 4 OVERDRAFT FACILITY

Yes No N/A

Do you have an authorised overdraft facility? How much?

\$ \_\_\_\_\_

What is the interest rate on the authorised overdraft?

\_\_\_\_\_ %

### 5 UNBANKED INCOME / CASH FLOAT

Yes No N/A

Did you retain a cash float at year end?

\$ \_\_\_\_\_

Any income received before 31 March 2020 not banked until April

\$ \_\_\_\_\_

### 6 INCOME BANKED INTO PERSONAL ACCOUNTS OR CASH TAKEN FROM SALES AND NOT OTHERWISE ACCOUNTED FOR

Yes No N/A

Attach full details – date, who from, \$ amount and whether GST accounted for

### 7 CASH PAYMENTS FROM SALES

Yes No N/A

Was cash taken to pay expenses, or on personal items? If yes provide details

Yes    No    N/A

\$

Yes    No    N/A

If you import goods then please supply **ALL** invoices relating to the imported goods,  
Purchase, Customs & Freight Invoices

Yes No N/A

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 **OR** credit card statements with business expenses highlighted and detailed)

Yes    No    N/A

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.

[illegible]

Yes    No    N/A

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**

[illegible]

Yes No N/A

Was there work partly completed, but not charged to customers at 31 March 2020?

If yes attach details if more than \$5,000 worth ONLY

**Assess the value of work done as follows:**

Cost of material supplied to balance date	\$
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Plus, cost of labour supplied up to balance date	\$
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Value of work in progress at balance date	\$
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Yes    No    N/A

Stock take done @ 31 March 2020. 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

**REPAIRS AND MAINTENANCE**  
Attach copies of invoices for all repairs and maintenance over \$500?

## Yes No N/A

**LEGAL EXPENSES**  
Attach copies of invoices for all legal fees in the last financial year

17 **MOTOR VEHICLES** Yes No N/A

**A) Logbook**

Is your vehicle logbook less than 3 years old? Business Use \_\_\_\_\_ % Yes No N/A

If **NO**, keep one for the next 3 months and advise us of the business %

*Please note a detailed and accurate logbook must be completed for a 3-month period every 3 years or motor vehicle expenses will be limited to a maximum of 25% of expenses – i.e. if you can justify 25% - without a logbook may be difficult*

**OR**

Number Km's

**B) Mileage** - the total number of kilometres traveled for business -----

**Remember - you must be able to justify this mileage with a logbook or similar (don't guess!)**

Vehicle Make and Model \_\_\_\_\_

Fuel Type – e.g. Petrol, Diesel, Hybrid, Electric \_\_\_\_\_

18 **DO YOU HAVE A BOAT, BACH or RENTAL PROPERTY?** Yes No N/A

If you rent it out to the public AND you use it yourself then we need the details as shown below.

If you are not sure if it applies to you – please ask

**If so, we need the following information:**

**No. of Days** **Rent Paid**

\$

Number of days rented or leased to independent 3<sup>rd</sup> parties \_\_\_\_\_

Number of days used by you or your family \_\_\_\_\_ \$

**PLEASE PROVIDE A DETAILED LIST OF DATES, NAMES, AMOUNTS ETC**

19 **ASSETS – PURCHASED OR SOLD** Yes No N/A

If there have been any assets sold or purchased during the financial year, please provide details and invoices (receipts) – remember to include motor vehicles here

**Assets are those items with a life of more than 1 year that cost more than \$500**

**Assets Purchased**

Description	Date	\$	Invoice Attached
			Tick <input type="checkbox"/>
			Tick <input type="checkbox"/>
			Tick <input type="checkbox"/>
			Tick <input type="checkbox"/>
			Tick <input type="checkbox"/>

**Are any of these on Hire Purchase (HP) or was a loan taken out?** Yes No N/A

If so, provide a copy of the hire purchase or loan agreement.

**Assets Sold or Scrapped**

Description	Date	Sold/ Scrap	\$

20 **FBT RETURNS** Yes No N/A

Attach a copy of ALL FBT returns and workings.

21 **LOAN STATEMENTS**

Provide copies of Loan statements showing interest and principal paid for the year. Yes No N/A

22 **NEW MORTGAGE / LOAN DETAILS**

Attach a copy of any other NEW Mortgage / Loan / HP agreements Yes No N/A

Yes No N/A

**23 INTEREST RECEIVED**

Attach Interest certificates &amp; RWT Certificates

**24 DIVIDENDS RECEIVED**

Attach Dividend certificates

Yes No N/A

**25 DONATIONS / SPONSORSHIP RECEIPTS**

Attach ORIGINAL receipts for all Donations (or Sponsorship) that were made during the year

Yes No N/A

**26 ENTERTAINMENT EXPENSES**

If you are audited can you provide details of all entertainment expenses? I.e. Who entertained? Etc.

Yes No N/A

**27 HOME OFFICE – Do you have an area set aside for business in your home?**

Yes No N/A

Body Corp fees	\$	Electricity/Gas	\$
Gardening	\$	Repairs – rest of house	\$
Insurance – contents	\$	Repairs – office area only	\$
Insurance – house	\$	Rates – Council & Regional	\$
Phone - Business tolls & cell phone only	\$	Water rates	\$
Interest on Mortgage	\$	Broadband/Internet	\$
Rent	\$	Telephone – rental only	\$
Other specify.....	\$	Other specify.....	\$

Total area of house \_\_\_\_\_ **Total area used for Business** \_\_\_\_\_

Did you move during the year? Yes / No Date of Move \_\_\_\_\_  
*If you did move, please provide month by month breakdown for all the expenses that apply above*

**28 BUSINESS DESCRIPTION - Please write in a description of what your business does**

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**29 BANK ACCOUNT NUMBER - Please enter the account number for any tax refund for the business**

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**30 UPDATE CONTACT DETAILS - PLEASE complete email / phone even if you think there are no changes****Postal Address:****Work Phone:** .....

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**Home Phone:** .....

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**Fax Number:** .....

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**Physical Address:****Cellphone:** .....

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**Email:** .....

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**31 CORRESPONDENCE & NEWSLETTERS**

Via Email

or

NZ Post

**32 OTHER INFORMATION AND INTENTIONS**

Yes No N/A

What plans do you have that might be relevant to your tax situation?

E.g. sale/purchase rental or business, moving into import/export, expected large increase/decrease in sales, re-locating overseas, opening an overseas branch etc. Details below:

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**33 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:

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Signature

Date

Name in Full 

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**BANKLINK & MYOB ESSENTIALS CLIENTS ONLY****34 BANK STATEMENT – YOU ARE ON BANKLINK OR MYOB BUT WE STILL NEED ONE BANK STATEMENT FOR EACH ACCOUNT SHOWING THE BALANCE AT 31 MARCH 2020**

For all accounts that are used for the business please supply the statement that shows 31 March 2020

- Cheque Account	Yes	No	N/A
- Savings Account	Yes	No	N/A
- Other Account	Yes	No	N/A
- Credit Card	Yes	No	N/A

**35 CODING REPORT**

Yes No N/A

IF YOU NORMALLY RECEIVE AN ANNUAL CODING REPORT

this will be sent to you soon

***However, if you do not receive it please phone or email us to request it.***