



## 2024 BUSINESS QUESTIONNAIRE

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

**NAME:**

**Circle Answer**

- 1a BANK STATEMENTS – this applies to BUSINESS bank accounts ONLY – if NOT on MYOB**
- For all accounts **ALL** bank statements for **THE FULL YEAR** from 1 April 2023 to 31 March 2024
- |  |     |    |     |
|--|-----|----|-----|
| Supply - Main Trading Account – business one only                      | Yes | No | 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 |
- 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 EACH ACCOUNT SHOWING THE BALANCE AT 31 MARCH 2024**
- For all accounts that are used for the business please supply the statement that shows 31 March 2023
- |  |     |    |     |
|--|-----|----|-----|
| - Main Trading Account – business one only                             | Yes | No | 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**
- |  |     |    |     |
|--|-----|----|-----|
|  | Yes | No | N/A |
|--|-----|----|-----|
- 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.**

- 2 WRITE DETAILS ONTO BANK STATEMENTS IF NOT ON MYOB**
- |  |     |    |     |
|--|-----|----|-----|
|  | Yes | No | N/A |
|--|-----|----|-----|
- 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.

- 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**
- |  |     |    |     |
|--|-----|----|-----|
|  | Yes | No | N/A |
|--|-----|----|-----|
- Attach full details – date, who from, \$ amount and whether GST accounted for

- 6 CASH PAYMENTS FROM SALES**
- |  |     |    |     |
|--|-----|----|-----|
|  | Yes | No | N/A |
|--|-----|----|-----|
- Was cash taken to pay expenses, or on personal items? If yes provide details



**17 LEGAL EXPENSES** Yes No N/A  
**Attach copies of invoices for all legal fees in the last financial year**

**18 ENTERTAINMENT EXPENSES** Yes No N/A  
 If you are audited can you provide details of all entertainment expenses? I.e. Who entertained? Etc.

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

**20 NEW MORTGAGE / LOAN DETAILS** Yes No N/A  
**Attach a copy of any other NEW Mortgage / Loan / HP agreements**

**21 ASSETS – PURCHASED OR SOLD – Greater than \$1,000** 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 items with a life of more than 1 year that cost more than \$1,000**

**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"/>
			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	\$

**22 DONATIONS / SPONSORSHIP RECEIPTS** Yes No N/A  
 Attach ORIGINAL receipts for all Donations (or Sponsorship) that were made during the year

**23 HOME OFFICE – Do you have an area set aside as an office in your home?** Yes No N/A

**NB: IF THE RENTAL IS MANAGED NO HOME OFFICE CAN BE CLAIMED**

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 of office \_\_\_\_\_

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**

24 DO YOU HAVE A BOAT, BACH or HOLIDAY RENTAL? 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 3rd parties

Number of days used by you or your family \$

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

25 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

26 INTEREST RECEIVED – Bank, PIE & KiwiSaver Yes No N/A

Attach Interest certificates & RWT Certificates – while we get some details from IRD we need to check

27 DIVIDENDS RECEIVED Yes No N/A

Attach Dividend certificates or obtain report from Link or Computershare

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

29 NZBN – Please supply your NZ Business number

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

31 CORRESPONDENCE & NEWSLETTERS Via Email or NZ Post

