



Yes/Supplied N/A

**PIE Income: (Kiwisaver etc) Do you have PIE Investments**    
**If, YES**  
 What is your current year (31 March 2010) PIE PIR Rate: **Circle:** 19.5% or 30%  
 What is to be your 2011 financial year rate: 12.5% or 21% or 30%

9. **Loan/Mortgage Interest Paid** Summary Statements Attached

**Inland Revenue Records Required**

10. All **GST Returns** & working papers if GST returns were not prepared by us.

11. **GST Basis:** Invoice or Payments; 6 mthly; 2 mthly; 1 mth. (Please circle)

12. **Monthly PAYE Reconciliation Statements** (IR 345's/Wage Book)

13. All **FBT Returns** & working papers if not prepared by us.

**Other Information Required** (if applicable)

14. Company **Livestock** Reconciliation (if farming, attached if applicable).

15. Does the company own **Rental Property(s)**? (If yes complete rental questionnaire)

16. **Investments** - Detail any investments purchased during the year    
 .....

17. Any **subdivision** of company land.....

18. Any new **HP Agreements** or **Loans** (attach a copy of agreements)

**General Information**

19. Were all takings banked into the company bank accounts? **YES / NO**

20. Detail any cash or business income not banked into business bank account;  
 used for personal expenditure \$.....  
 used for business expenditure \$.....  
 lodged into other bank accounts \$.....

21. Value of goods taken for private use @ cost including GST \$.....

22. Has there been any change in shareholding during this financial year?  
 (Show Dates & changes).....

23. **Other Information & Details** (Anything that might be relevant)

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24. **Bank A/C Details** (all taxpayers must supply a bank account for refunds to be direct credited to)  
 .....A/C Name: .....  
 Better still please include a "bank encoded" deposit slip: .....

25. **Terms of Engagement**

(Must be completed to allow us to act as your Tax Agent under the Privacy & Tax Administration Acts).

«name» authorises B.J. King & Associates Ltd to act as ours, and associated taxpayers, Agent for all Tax Revenues and ACC Accounts and to prepare, sign and file returns, including annual return to the companies office where applicable on our behalf. I/we authorise B.J. King & Associates Ltd to contact IRD, our banks and solicitors to obtain any relevant information, either verbally, written or on line, to complete our accounts and returns. We accept responsibility for the accuracy & completeness of the information supplied which is used in the preparation of our financial statements and/or tax returns. B.J. King & Associates Ltd are not required to complete an audit and we accept therefore that their work cannot be relied upon to detect error or fraud. We further understand that the financial statements will be prepared at our request and for our purposes only and that B.J. King & Associates Ltd will not be liable for any losses, claims or demands by any third person.

We further acknowledge that payment for fees rendered in relation to the work undertaken will be made on completion and at the time of receiving the completed information and invoice. Fees remaining unpaid and outside the terms of agreement will incur interest at the rate of 1.5% per month on the outstanding amount until paid.  
 Any costs incurred in recovering fees invoiced will be recoverable from us.

.....  
**Clients Signature(s)** **Date**  
 .....

**Office Use Only: Tax Payments**

<u>2009 FY</u>	<b>Date Paid</b>	<b>Amount</b>	<b>Confirmed IRD</b>
<u>2010 FY</u>			
<u>2011 FY</u>			

