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 www.bjking.co.nz



PARTNERSHIP CLIENT INFORMATION

(Please complete as fully as possible to save you time and money)

Name: «name» **Date:**
FY: 31 March 2010

Trading As: «tradenam»

Address: Postal: «mail_addr1», «mail_addr2», «mail_addr3», «mail_addr4», «mail_ctry»

IRD No: «tax_no»

Tele: Bus: «tel_bus» Home: «tel_home»
 Mob: «tel_mob» Fax: «tel_fax»

Email: «email»

Entity/Type: Partnership / Other.....

INFORMATION REQUIRED For the Period 1 April 2009 to 31 March 2010

FINANCIAL & BANK RECORDS & OTHER INFORMATION REQUIRED	Supplied	N/A
1. Unless we complete GST returns for you, please include all Partnership Cheque Books/Deposit Books showing the nature of each payment or deposit on each butt. Items other than normal business sales (e.g. private funds banked or sale of assets, rebates from suppliers etc.) are clearly marked or,	<input type="checkbox"/>	<input type="checkbox"/>
2. All Cash Books & Petty Cash Books (manual or computerised) showing all transactions preferably reconciled to bank statements.	<input type="checkbox"/>	<input type="checkbox"/>
3. All Bank Statements for all bank accounts. (For the period 1 April to 31 March)	<input type="checkbox"/>	<input type="checkbox"/>
4. Details of Cash on Hand (including floats, cash sales not banked etc.) \$.....	<input type="checkbox"/>	<input type="checkbox"/>
5. All Partnership Investment Dividend Statements	<input type="checkbox"/>	<input type="checkbox"/>
6. All Partnership Interest RWT Statements (ex banks, financial institutes)	<input type="checkbox"/>	<input type="checkbox"/>
7. Summary of Earnings (IR544 ex IRD, previously IR 12's) (We normally get this direct from IRD)	<input type="checkbox"/>	<input type="checkbox"/>
8. Solicitor Statements or Other Contracts relating to sale & purchase agreements, business purchases, hire purchases and loans.	<input type="checkbox"/>	<input type="checkbox"/>
9. Any other Income or Distributions from Partnerships/Trusts Estates/Companies/Any Overseas Income.	<input type="checkbox"/>	<input type="checkbox"/>
10. Loan/Mortgage Interest Paid Summary Statements	<input type="checkbox"/>	<input type="checkbox"/>
«groupdesc»		

Inland Revenue Records Required

Supplied N/A

- 11. All **GST Returns** & working papers if GST returns were **not** prepared by us.
- 12. **GST Basis:** Invoice or Payments; 6 mthly; 2 mthly; 1 mth. (Please circle)
- 13. **Monthly PAYE Reconciliation Statements** (IR 345's/Wage Book)
- 14. All **FBT Returns** & working papers if not prepared by us.

Other Information Required (if applicable)

- 15. **Livestock** Reconciliation (if farming, attached if applicable).
- 16. Does partnership own **Rental Property(s)**? (If yes complete rental questionnaire)
- 17. **Investments** - Detail any investments purchased during the year
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- 18. Any **subdivision** of partnership land.....
- 19. Any new **HP Agreements** or **Loans** (attach a copy of agreements)

General Information

- 20. Were any Self Employed ACC Levies paid? **Yes / No**
- 21. Were all takings banked into the business bank account? **Yes / No**
- 22. 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 \$.....
- 23. Value of goods taken for private use @ cost including GST \$.....
- 24. Private use of business motor vehicles%
(Supported by log book for 3 months every 3 years)
- 25. **Other Information & Details** (Anything that might be relevant)
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26. Terms of Engagement

(we need this signed to enable us to act as your agent under the Privacy Act).

«**name**» authorises B.J. King & Associates Ltd to act as our, and associated taxpayers, Agent for all Tax Revenues and ACC Accounts and to prepare, sign and file returns 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.

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Clients Signature(s)

.....
Date

