PO Box 40-992, Upper Hutt 5140
Ph (04) 563 6006 Fx (04) 563 8072
Em bjking@xtra.co.nz

www.bjking.co.nz

B J KING
& Associates Ltd
TAXATION
ACCOUNTANTS

SOLE TRADER CLIENT INFORMATION

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

Name: «surname», «firstname»

Date: ....
FY: 31 March 2010

Trading As: «tradename»
Address: Postal: «mail_addr1», «mail_addr2», «mail_addr3», «mail_addr4», «mail_ctry»

Tel: Bus: «tel_bus»
Home: «tel_home»

Mob: «tel_mob»
IRD No: «tax_no»

Fax: «tel_fax»

Email: «email»

Entity/Type: Sole Trader / Other..................

Date of Birth: «birthday»

This information is required to complete your 1 April 2009 to 31 March 2010 Returns

Other Returns you require us to Complete & File to IRD:

Donations/Personal Rebate Form ………… ……… (Receipts Attached)

Did you have any Wage/Salary Income from Employers?
(We normally receive your IR 544 direct from IRD in late May)

Bank A/C Details
(all taxpayers must supply a bank account for refunds and donations rebate to be direct credited to)
A/C Name: …………………………………… A/C Number: …………………………………………
Better still please include a "bank encoded" deposit slip:

FINANCIAL & BANK RECORDS & OTHER INFORMATION REQUIRED

		Yes/Supplied	N/A
1.	Unless we complete your GST returns, please include all **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,**	☐	☐
2.	All **Cash Books & Petty Cash Books** (manual or computerised) showing all transactions preferably reconciled to bank statements.	☐	☐
3.	All **Bank Statements** for **all** bank accounts. (For the period 1 April to 31 March)	☐	☐
4.	Details of **Cash on Hand** (including floats, cash sales not banked etc.) $..........................	☐	☐
5.	All Personal Investment **Dividend Statements**	☐	☐
6.	All Personal **Interest Resident Withholding Tax** Statements (ex banks, financial institutes)	☐	☐

7. **Summary of Earnings** (IR544 ex IRD, previously IR 12's), (We normally get this direct from IRD) ☐ ☐

8. **Solicitor Statements** or Other **Contracts** relating to sale & purchase agreements, business purchases, hire purchases and loans. Supplied N/A

9. Any other **Income or Distributions from Partnerships/Trusts Estates/Companies/Any Overseas Income, Income Protection Insurance Policy Proceeds/Income. (Please provide full details)** ☐ ☐

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%

10. **Loan/Mortgage Interest Paid** Summary Statements ☐ ☐

Inland Revenue Records Required

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

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. **Livestock** Reconciliation (if farming, attached if applicable). ☐ ☐

15. Do you own **Rental Property(s)?** (If yes complete rental questionnaire) ☐ ☐

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

17. Any **subdivision** of own land.. ☐ ☐

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

General Information

19. Were all takings banked into the business bank account? **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. Private use of business motor vehicles ....%
(Supported by log book for 3 months every 3 years)

23. **Office in the Home**

Annual Power Accounts	$.....................
Annual Rates/Rent	$.....................
Repairs & Maintenance	$.....................
Annual Interest on Mortgages	$.....................
Annual Insurance (House & Contents)	$.....................
Cost Price Buildings	$.....................
Size of Office & Work Areas	........................sq ft / m
Total size of all buildings/areas	........................sq ft / m
Private Use	.........................%

24. **Income Protection Insurance**
Details of any Income Protection Insurance premiums paid for the year (do not include Accident & Sickness or Southern Cross medical premiums) $…………………

25. **Self Employed ACC Levies** paid during this financial year $…………………

---

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.

....

Clients Signature(s) **Date**

Office Use Only: Tax Payments

2009 FY	**Date Paid**	**Amount**	**Confirmed IRD**
2010 FY			
2011 FY			