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B J KING & Associates Ltd
TAXATION ACCOUNTANTS

TRUST CLIENT INFORMATION

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

Name: «name»

Date: ....
FY: 31 March 2010

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

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

Fax: «tel_fax»
Email: «email»
IRD No: «tax_no»

Entity/Type: Trust / Estate.................………………..
If, new Trust please provide copy of Trust Deed

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

Yes/Supplied N/A

FINANCIAL & BANK RECORDS & OTHER INFORMATION REQUIRED

1. All **Trust 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** Trust 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 Trust Investment **Dividend Statements** ☐ ☐

6. All Trust **Interest RWT** Statements (ex banks, financial institutes) ☐ ☐

7. **Solicitor Statements** or Other **Contracts** relating to sale or purchase agreements, property purchases, business purchases, hire purchases and loans. ☐ ☐

8. Any other **Income or Distributions from Partnerships/Trusts Estates/Companies/Any Overseas Income.** ☐ ☐

LAQC Losses etc ……………………………………………………………………………………

PIE Income: (*Kiwisaver etc*) **Does the Trust have PIE Investments** ☐ ☐

If, YES
What is your current year (31 March 2010) PIE PIR Rate: **Circle**: 0% or 30%
What is to be your 2011 financial year rate: 12.5% or 21% or 30%
«groupdesc»

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

10. Copy of **Trust Deed** (if new Trust) ☐ ☐

Inland Revenue Records Required

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

16. Does the Trust own **Rental Property(s)?** (If yes complete rental questionnaire) ☐ ☐

17. **Investments** -
    a. Attach details of any investments purchased during the year. ☐ ☐
    b. Please provide a list of **all** the 31 March value of investments ☐ ☐

18. Any **subdivision** of Trust land.. ☐ ☐

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

General Information

20. Were all takings banked into the Trust bank accounts? **YES/NO**

21. 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 $..................

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

23. Copy of any Trust Gift Statements enacted during financial year: (IR 196's) ☐ ☐

24. Copy of any Deeds of Acknowledgement/Deeds of Debt: ☐ ☐
    (Enacted during this financial year)

25. **Other Information & Details** (Anything that might be relevant – changes in Trustees or beneficiaries)
    ....
    ....
    ....

26. **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

27. **Terms of Engagement**
(Must be completed to allow us to act as your tax agent under the Privacy & Tax Administration Act).

«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 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**

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