

## QUESTIONNAIRE – SOLE TRADER

Ensure this checklist is completed and included with your records, and please don't forget to sign on the back.

**TAX YEAR: 31<sup>st</sup> MARCH 2019**  
**1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019**

Name	Address
Phone	Email
IRD number	Bank account number for all tax refunds:

We require you to sign your tax return before it is finalised with IRD. Please tick one of the following options:

Sign at a meeting at BJ King office	<input type="checkbox"/>
Have them posted to me	<input type="checkbox"/>
Please email all the returns to me	<input type="checkbox"/>

### **INFORMATION REQUIRED** During this financial year –

#### **PERSONAL INCOME:**

		Yes	N/a
1	Did you receive income from salary or wages? If so we can obtain this information from IRD's website	<input type="checkbox"/>	<input type="checkbox"/>
2	Did you receive any New Zealand or Overseas Dividend income? If so please provide copies of the dividend statements	<input type="checkbox"/>	<input type="checkbox"/>
3	Did you receive any bank interest? If so please send a copy of the end of year bank RWT certificates.	<input type="checkbox"/>	<input type="checkbox"/>
4	Did you receive any other income or distributions? If so please provide a copy of the end of year information  Such as from: - Estates	<input type="checkbox"/>	<input type="checkbox"/>



## SALES RECORDS REQUIRED

		Yes	N/a
1	Copy of all sales invoices in the year or your invoice book (if applicable)		
2	<b>DEBTORS:</b> List of unpaid sales invoices (inclusive of GST) as at 31 <sup>st</sup> March (please exclude any bad debts):  _____ _____ _____ _____ _____		
3	Please confirm whether all sales (including cash sales) have been banked into the business bank accounts?  If not, please provide details of unbanked sales in the year? - Used for personal expenditure \$..... - Used for business expenditure (please provide details) \$.....		
4	Do you have any of the following as at 31 <sup>st</sup> March: - Unbanked cash sales? \$..... - Till Float? \$.....		

## EXPENSE RECORDS REQUIRED

		Yes	N/a
1	Copy of bills paid in the year such as:  - ACC Levies - ACC number ..... - Insurance (including finance repayment agreements) - Legal bills - Operating Leases - Repair & Maintenance - Sub-contractors paid - Telephone bills paid - Use of personal home as office (please complete the separate checklist)		
2	<b>DEBTORS:</b> List of unpaid sales invoices (inclusive of GST) as at 31 <sup>st</sup> March (please exclude any bad debts):		

2	<p><b>CREDITORS:</b> List of unpaid purchase invoices/bills (inclusive of GST) as at 31<sup>st</sup> March :</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>		
3	<p><b>STOCK ON HAND &amp; WORK IN PROGRESS:</b> List of unsold stock and work in progress as at 31<sup>st</sup> March (inclusive of GST):</p> <p>- Stock if over \$10,000:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>- Work in Progress:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>		
4	<p><b>MOTOR VEHICLE:</b> Please choose either of the following:</p> <p>1) Kilometres: If you use your personal vehicle for business use please provide your total kilometres travelled in the year (please keep a detailed list for 7 years):</p> <p>- Total kms :.....</p> <p>- Type of car: petrol/diesel/petrol hybrid/electric</p> <p>2) Percentage: If you have tested your business use using a log book (for 3 months each 3 years) then please advise your current business percentage use to apply to all motor vehicle costs: .....%</p>		
5	<p>Please provide details of goods taken for private use: Cost including GST                    \$.....</p>		

6	<p><b>FIXED ASSETS:</b>  Did you sell any fixed assets in the year? If so please provide details:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Did you buy any new fixed assets in the year (over \$500 in value)?  If so please provide details and copies of the invoices:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>If you have bought a new vehicle in the year please confirm:</p> <ul style="list-style-type: none"> <li>- The car is available for personal use</li> <li>- The car is not available for personal use</li> </ul>		
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**IRD RECORDS REQUIRED**

		Yes	N/a
1	All GST Returns and working papers (if GST returns were not prepared by us)		
2	All monthly PAYE statements, wage books or online payroll yearly report		
3	All FBT returns and working papers (if not prepared by us)		

**OTHER SELF-EMPLOYED RECORDS REQUIRED**

		Yes	N/a
1	Please send copies of new self-employed business contracts or agreements you have had in the year such as: <ul style="list-style-type: none"> <li>- Sale &amp; purchase agreements</li> <li>- Business purchases</li> <li>- New loan, hire or finance agreements</li> </ul>		
2	Did you pay any Income Protection Insurance premiums? If so please send a copy of the end of year insurer letter Please do not include agreed value policies or sickness policies		
6	Entertainment Please ensure that all payments paid through the bank are business related. Let us know if any are personal only.		

**Other relevant information & details**


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**INSTRUCTIONS & AUTHORISATIONS**

I instruct B J King & Associates Ltd to prepare my tax return for the 2019 financial year. I undertake to supply all information necessary for this engagement and to be responsible for the accuracy and completeness of such information. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the financial statements or tax return insofar as third parties are concerned.

**Authorisation to obtain information subject to the Privacy Act**

I authorise B J King & Associates Ltd to communicate with the appropriate bankers, solicitors, finance companies, all government agencies and other persons or organisations to obtain such further information as is required to carry out the above engagement. This authorisation will stay in place until cancelled by either party in writing.

**Authorisation for Inland Revenue Department**

I hereby authorise B J King & Associates Ltd to act as our agent for all tax and revenue types in accordance with section 81 (4)(1) of the Tax Administration Act 1994 and to sign and file prepared returns on my behalf.

**Authorisation for Accident Compensation Corporation**

I authorise B J King & Associates Ltd to act as my agent for ACC levy purposes for all associated entities. This authorisation allows B J King & Associates Ltd to query and change information on my ACC levy account(s) through ACC staff, and through ACC Online Services. This authority will also allow B J King & Associates Ltd main representative discretion to delegate access to my ACC information to other members of B J King & Associates Ltd. Other delegated members of B J King & Associates Ltd will also be able to query and change information on my ACC levy account

**Name :** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_