

QUESTIONNAIRE - COMPANY

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

TAX YEAR: 31st MARCH 2020
1st April 2019 to 31st March 2020

Company Name	Address
Phone	Email
IRD number	Bank account number for the company 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	
Have them posted to me	
Please email all the returns to me	

INFORMATION REQUIRED During this financial year –

BANK RECORDS REQUIRED

		Yes	N/a
1	Please supply either: - A downloaded CSV/excel file of the year's company transactions <u>and</u> a copy of the final 31 st March bank statement <u>or</u> - Copies of all the year's bank statements		
2	Please supply either: - A copy of your computerised cash book - A copy of your manual cash books & petty cash books		
3	If you have bank account with an overdraft facility please confirm as at 31 st March: - Overdraft limit \$..... - Overdraft interest rate%		

4	If needed please consider sending your cheque book stubs		
5	Did you receive any bank interest? If so please send a copy of the end of year bank RWT certificate		
6	Please provide all loan statements to confirm the interest charged and balance owing at 31 st March		

SALES RECORDS REQUIRED

		Yes	N/a
1	Copy of all sales invoices in the year or your invoice book (only if a manual accounting system is used).		
2	DEBTORS: List of unpaid sales invoices (inclusive of GST) as at 31 st March (please exclude any bad debts): _____ _____ _____ _____		
3	Please confirm whether all sales (including cash sales) have been banked into the company 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 st March: - Unbanked cash sales? \$..... - Till Float? \$.....		

EXPENSE RECORDS REQUIRED

		Yes	N/a
1	Copy of bills paid in the year such as: - 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	<p>CREDITORS: List of unpaid purchase invoices/bills (inclusive of GST) as at 31st March :</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>		
3	<p>STOCK ON HAND & WORK IN PROGRESS: List of unsold stock and work in progress as at 31st 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>MOTOR VEHICLE:</p> <p>1) If you use your personal vehicle for business use please provide your total kilometres travelled for business, in the year (please keep a detailed list for 7 years):</p> <ul style="list-style-type: none"> - Total kms :..... - Type of car: petrol/diesel/petrol hybrid/electric <p>2) If the company owns a vehicle, please confirm if the vehicle is available for personal use in the year? If so, please complete the following:</p> <ul style="list-style-type: none"> - Make/Model - Date of change: - Number of days in the year the vehicle was <u>not</u> available for personal use because: <p>The vehicle was out of action days You were out of town on business days You were away without the vehicle days Other circumstances days</p> <p>Please provide details of any actual vehicle costs not included in the business bank statements</p>		
5	Please provide details of goods taken for private use: Cost		

	including GST \$.....		
6	<p>FIXED ASSETS: 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 whether:</p> <ul style="list-style-type: none"> - The car is available for personal use - The car is not available for personal use 		

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)		

INVESTMENT RECORDS REQUIRED

		Yes	N/a
1	Please provide copies of any investment dividend statements		
2	Did you buy and /or sell any investments in the year? If so please provide copies		
3	<p>Did the company receive any other income or distributions? If so please provide a copy of the end of year information</p> <p>Such as from:</p> <ul style="list-style-type: none"> - Trusts/Estates - Partnerships - overseas income - LTC losses/profit apportionments 		

4	Does the company own a Rental Property? If so please complete the rental questionnaire and copies of supporting documentation		
5	Did you sell or subdivide land or property in the year? If so please provide details		

OTHER RECORDS REQUIRED

		Yes	N/a
1	Please send copies of new contracts or agreements you have had in the year such as: <ul style="list-style-type: none"> - Sale & purchase agreements - Business purchases - New loan, hire or finance agreements 		
2	Please provide the company ACC number (for new companies):		
3	Were any company minutes approved in the year? If so please provide a copy		
4	Did the company 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		
5	Has there been a change in shareholder or directors in the year?		
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

INSTRUCTIONS & AUTHORISATIONS

I instruct B J King & Associates Ltd to prepare my tax return for the 2020 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 our 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 of director: _____

Signature: _____

Date: _____