



Annual Questionnaire for the year ended /..... /.....

Client Name: _____

To enable us to prepare the annual financial statements for the above entity we need you to complete this questionnaire, sign where indicated and return it to our office along with supporting documents.

Privacy Act authorisation:

- ✓ I/We give you full authority to contact any organisation, via telephone, writing or Internet access, including banks, solicitors, the Inland Revenue Department (IRD), the Accident Compensation Authority (ACC) and all other government agencies for the purposes of obtaining information necessary to complete the Financial Statements/Tax return(s). I/We acknowledge that this information would not otherwise be available due to the Privacy Act restrictions but I/we give full authority for this statement to be used as written confirmation of my/our agreement to your obtaining information from any organisation for the above mentioned purposes.
- ✓ I/We give you full authority to access and change information from the IRD for all tax types, this may be via telephone, Internet access, info express, or in writing.
- ✓ I/We give you full authority to access and change information from the ACC through ACC Online and/or directly with ACC staff.
- ✓ I/We further authorise PKF Hamilton Ltd to furnish to any third party, financial information of mine/ours as PKF Hamilton Ltd sees fit that is requested in furtherance of our business activities.
- ✓ These terms are agreed upon in conjunction with the signed engagement letter.

Signed by: _____ Name: _____

Do we have your latest details? Yes (tick) or if any changes please fill out below:

Postal Address: _____

Physical Address: _____

Phone #: _____

Fax #: _____

Mobile #: _____

Email Address: _____

Bank A/c #: _____

Email (For Invoices) _____
(If Different)

Additional Info:

- Tick if you would like to receive future client questionnaires electronically
- Tick if you would like to receive email updates/newsletters from PKF Hamilton Ltd
- Tick if you would like us to supply a copy of your financial statements to your bank

Name of Bank _____

Branch _____

Contact Person _____

Email address _____

Please complete with information we need for your Annual Accounts and Income Tax Return

Information to send :

1. Have there been any changes in shareholding or trusteeship? No Yes Details of any changes
2. What accounting system does the business use?
* Computerised System No Yes User Name & Password if providing a back-up, or printouts of the following: Trial Balance, General Ledger, Bank Reconciliation
(MYOB, Quickbooks, Cash Manager, Moneyworks, Banklink, Xero, Other: _____)
* A manual system or cashbook No Yes Your cashbook (if one is kept) Bank reconciliation at balance date Cheque books and deposit books Bank statements for the full year
3. Does the business employ staff? No Yes Wage reconciliations if completed PAYE returns Details of wages owing at year end including, holiday pay, days in lieu and bonuses. Details of how much will be paid within 63 days after balance date.
4. Did the business have any loans, hire purchase or leases? No Yes Copies of any new agreements Loan / lease statements
5. Does the business have stock, work in progress, goods in transit or obsolete stock? No Yes Stocktake workings Work in progress workings Goods in transit workings Value of obsolete stock written off
6. Did the business have Accounts Payable at year end? (Monies owed by the business) No Yes Accounts payable listing as at year end
7. Did the business have Accounts Receivable at year end? (Monies owed to the business) No Yes Accounts receivable listing at year end List of bad debts written off during the year Details of retention payments owing
8. Has there been a purchase or sale of a business, land or buildings? No Yes Settlement statement Sale and purchase agreement Lawyers invoice Valuation
9. Did you transfer any fixed assets to or from owners/family members during the period? No Yes Description of assets including the date purchased/sold and price
10. Did the business purchase any fixed assets during the year? (Over \$500 GST exclusive) No Yes Copies of invoices or provide a description of assets including the date purchased, purchase price, and whether
11. Did the business sell or dispose of any fixed assets during the year? No Yes Description of assets including the date sold or disposed of and price, any receipts/credit notes List of any assets written off

12. Does the business pay Fringe Benefit Tax? No Yes A copy of all FBT returns and workings (if not prepared by PKF)
13. Does the business file GST returns? No Yes A copy of all GST returns and workings (if not prepared by PKF)
14. Did the business have any of the following: No Yes
Investments
Portfolio Investment Entities (PIE's)
Shares
Bonds
Overseas Income
Overseas Expenses
Overseas Investments
Resident Withholding Tax Certificates
Dividend Statements
PIE Advice slips
Portfolio tax reports
Documentation relating to any sale or purchase
Details of amounts received or paid
15. Does the business have an office at home? No Yes Please complete table A below
16. Did you have any cash on hand at year end? No Yes Total cash on hand = \$ _____
(e.g. petty cash, sales not banked, till float)
17. Did you receive any business proceeds that were not deposited in the business bank account? No Yes Details of amounts received
18. Were any goods taken for personal use? No Yes Value of goods taken
19. Did you incur any entertainment expenses during the period? No Yes Details of expenses incurred:
e.g. meals, corporate boxes for potential business contact or employee
- While away from home on business
- Provided at conference or course that lasted 4 hours or more
- Provided for promotion of the business to the public
- Provided for charitable purposes
20. Please send the following additional information, where applicable No Yes
 ACC invoices
 Bank statements at year end for all business bank accounts
 Business expenses paid personally
 Credit card / Bartercard statements if used for business purposes
 Gifting statements and deeds of forgiveness
 Insurance invoices
 Invoices for Repairs and Maintenance over \$500 (GST exclusive)
 Legal invoices
21. Did you use your private motor vehicle for business use? No Yes Please complete table B below
(NB: Does not apply if the business operates through a company)
22. Was a business vehicle used privately? No Yes Private portion per logbook = _____
(NB: Does not apply if the business operates through a company)
23. Did you have any Contingent Liabilities or any commitments for capital expenditure at period end? No Yes Details of liability or commitment

24. Have you been directly financially affected by a natural disaster or made an insurance claim this year? No Yes Provide details
25. Is 80% or more of your income from one source? No Yes Provide details
(special tax rules apply if you operate in a company structure)
26. Did the business own rental properties? No Yes Complete Rental Supplement
27. If you are due a tax refund which bank account would you like this to be deposited into? Please Provide Bank Account Number
Bank A/c Number: _____
28. Any other relevant information that may be helpful to us

Table A - Home office/Workshop expenses

The annual total expense of:	
Insurance (Home & Contents)	
Interest (on mortgage)	
Power and gas	
Rates and water rates	
Repairs and maintenance	
Rent (if property is not owned)	
Personal Telephone & Internet charges	
Annual telephone rental	
Annual internet charges	
Business related toll calls	

or Business Use _____%

If you have not previously supplied these details or there have been any changes in the past year, please provide the following information.

Total floor area of the house	
Total floor area used for business purposes	

Table B - Business Use of Private Motor Vehicles

Due to recent legislative changes different rates will be set by the IRD based on engine size, fuel type, business km's travelled and total km's travelled for the year.

For each vehicle that was used for business purposes we require the following details:

Vehicle Make and Model	
Registration Number	
CC Rating	
Fuel Type	Petrol / Diesel / Hybrid / Electric
Current Log Book kept (less than 3 years old)	Yes / No
If yes, calculated business %age	
Business Km's travelled	
Total Km's travelled for the year	