# TRUST/PERSONAL INCOME - year ended 31 March 2009

Our Ref ……....

**CLIENT INFORMATION QUESTIONNAIRE** **NATURE OF BUSINESS…………………………………………..**

**NAME OF CLIENT .......................……..…………………………………………….. BALANCE DATE 31 March 2009**

**(Please send us your records when they are as complete as possible)**

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## PERSONAL INCOME RECEIVED

(Note wages and tax deducted will be automatically sent to us by IRD)

| **Income Received** | **Please Provide** | √ | **N/a** |
|---|---|---|---|
| Pensions or annuities | Advice Notices (not National Superannuation) | ☐ | ☐ |
| Interest and Dividends | Annual Interest Summaries including details of withholding tax and imputation credits | ☐ | ☐ |
| Other income e.g. Rental, Trust and Estate Income, Overseas Income | Full details of income received and expenses to be claimed against income (refer section below) | ☐ | ☐ |
| Foreign Investment Funds<br>Certain foreign investments may fall under new tax rules.<br><br>(NOTE SOME OVERSEAS INVESTMENTS ARE EXCLUDED FROM THE NEW RULES. PLEASE PHONE US TO DISCUSS IF YOU FEEL YOU HAVE ANY INVESTMENTS THAT REQUIRE DISCLOSURE). | If you have any of the following:<br>1. Shares in a foreign company or foreign unit Trust.<br>2. An interest in a life insurance policy issued by a foreign company.<br>3. An interest in a foreign superannuation scheme.<br>4. You receive a pension or annuity from a foreign life insurance policy.<br><br>Please provide us with the value of the investment on the 1/4/08 and the 31/3/09 and any dividends received or reinvested during the year to 31/3/09. | ☐ | ☐ |

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## FAMILY SUPPORT - THE THRESHOLDS FOR FAMILY SUPPORT HAVE INCREASED SUBSTANTIALLY

If you have not had family support before and you wish for us to check please tick the box. ☐

Do we have details of any children and their IRD numbers. If we need to apply for IRD numbers you will need to apply for IRD numbers - please contact us to discuss this.

| Name | Date of birth | IRD Number |
|---|---|---|
| ………………………………………………………………………………………. | ………………………………. | …………… |
| ………………………………………………………………………………………. | ………………………………. | …………… |
| ………………………………………………………………………………………. | ………………………………. | …………… |

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## REBATES

| | **Yes** | **No** |
|---|---|---|
| Do you wish for us to complete a rebate claim for your for donations and child care costs<br>Please supply: Receipts for all payments made and note that donations to schools must say donation on the receipt | ☐ | ☐ |

*Please note that the maximum claims for donations have been increased - so it is important that you provide to the full detail of payments made*

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## TRUST

| | √ | **N/A** |
|---|---|---|
| Have we been supplied with a full copy of the Trust deed. If not please provide a copy of this document | ☐ | ☐ |
| | **Yes** | **No** |
| Has there been any gifting undertaken during the tax year - 1st April 2008 to 31 March 2009 | ☐ | ☐ |
| | √ | **N/A** |
| If so please provide copies of the gifting documents completed by your solicitor showing the amount of the gift and the balance of any settlors loans to the Trust. | ☐ | ☐ |
| Has there been any changes to beneficiaries or the Trust during the tax year that we need to be aware of. | ☐ | ☐ |

Do you have any special instructions regarding distributions to beneficiaries

……………………………………………………………………………………………………………………………..

If distributions are to be to children - What is their IRD number(s), what is their date of birth and do they have any other income.

……………………………………………………………………………………………………………………………..

**INCOME AND ASSETS OF THE TRUST** √ N/A

Please provide details of all income for the Trust for the year to 31 March 2009

Please provide us with details of assets and investments held by the Trust at balance date (31/3/09)
E.G. Share/unit Trust values, Overseas shares and investments, other investments held

Please provide us with any bank /loan documents showing balances outstanding at 31 March 2009.

**RENTAL PROPERTY**

√ N/A

If a rental property is owned the Trust we will need all bank statements for the Trust
or a summary of transactions for the year that reconcile to the bank account movements.

| | | √ | N/A |
|---|---|---|---|
| Addresses of Property(s) rented | …………………………………………………………………………………… | | |
| Rental Income Received (per property) | …………………………………………………… | | |
| Expenses: Rates | …………………………………………………… | | |
| Insurance - House | …………………………………………………… | | |
| Insurance - Contents | …………………………………………………… | | |
| Water Charges | …………………………………………………… | | |
| Security Costs | …………………………………………………… | | |
| Advertising Costs | …………………………………………………… | | |
| Phone/ Cell phone Connection | …………………………………………………… | | |
| Motor Vehicle Expenses/ (Mileage/Kms) | …………………………………………………… | | |
| Body Corporate Costs | …………………………………………………… | | |
| Legal Fees | …………………………………………………… | | |
| Management Commissions/Fees | …………………………………………………… | | |
| Other Expenses e.g. Bank fees | …………………………………………………… | | |
| Mortgage Interest (interest paid only, not Interest and principal combined, closing balance of loan required) | …………………………………………………… | | |
| Repairs & Maintenance | …………………………………………………… | | |
| *(Please detail the nature of the repairs undertaken)* | …………………………………………………… | | |
| *E.G. Repair to roof, polish floors,repairs to plumbing* | …………………………………………………… | | |
| Improvements to the property | …………………………………………………… | | |
| *(Please detail the nature of the improvements completed)* | …………………………………………………… | | |
| *E.G. New bathroom, new roof (in full), deck, new kitchen* | …………………………………………………… | | |

If summaries are not supplied please provide us with either:

A. Bank statements with rental income and expenses coded on statements for the full income year or:
B. Receipts for expenses for the income year together with a total figure for rent received. The expenses should be grouped into different categories e.g. Rates, Insurance etc.

**Is this the first year of the rental Property? If so please provide the following:** √ N/A

Solicitors Settlement Statement (in full) and Government valuation of property

Breakdown of estimated value of chattels i.e. Stove, Light Fittings, Lino, Carpet, Curtains, etc,
Please show estimated value for each item, E.G. Carpet $5000, Light Fittings $2,000, Curtains $3,000

**Yes** **No**

Do you wish for us to claim depreciation on buildings and chattels (this must be decided in the first year)

**TERMS OF SERVICE**

Weston & Associates will compile your financial statements, in accordance with the standards applicable to compilation engagement from information provided by you. We will not audit, review or otherwise attempt to verity the accuracy or completeness of that information.
Our service will not result in the expression of an audit or any other form of assurance on the financial statements nor the fulfilling of any statutory or other audit requirement. Our services can not be relied upon to detect any fraud or error in the organisation. It is understood and agreed that:
You will provide us with accurate and complete information necessary to compile such statements and you will accept responsibility for any failure to supply us with all the relevant records and information.
The responsibility for the accuracy and completeness of the assertions in the financial statements remains with you.
We agree to the terms above and confirm that the information supplied above is accurate and complete in all respects.
We hereby authorise Weston & Associates to seek any information, (for any tax type), they may require for the purpose of preparing our financial statements and statutory requirements with the Inland Revenue Department and Registrar of Companies, from our Solicitor, Adviser, Employees, Bank, or other financial institution and we hereby also authorise our Solicitor, Adviser, Employees, Bank, or other financial institution to supply such information.

SIGNED ........................................................ Dated …………………………