TRUST INCOME YEAR ENDED 31 MARCH 2018

TRUST NAME: **CLIENT IDENTIFICATION**: Please provide a copy of your Passport for each individual (a new requirement under anti-money laundering rules).	**METHOD OF CONTACT:** Email or Post Please indicate your preference for all communication (1 only) My Current Email is:

RECORDS REQUIRED:	Checklist at each question:	Y	N
A. PERSONAL INCOME RECEIVED NB. Wages and Tax Deducted are sent to us directly by the IRD.			
Pensions or Annuities	Advice Notices (not superannuation)		
Interest and Dividends	Annual Interest Summaries (including details of Withholding Tax Deducted and Imputation Credits Including your Kiwisaver Annual Summary)		
Other Income e.g. Rental, Trust and Estate or Overseas Income	Full details of income received and expenses to be claimed against income (refer section below)		
Foreign Investment Funds NB. Certain Investment funds may fall into FIF tax rules	If you have any of the following: a) Shares in a foreign unit Trust. b) An Interest in a life insurance policy issued by a foreign Company. c) An Interest in a foreign superannuation scheme. d) You receive a pension or annuity from a foreign life insurance policy.	Please enclose investment or dividend statements	

Value of the investment and any dividends received or reinvested:	At 01 April 2017 $	At 31/03/2018 $

B. WORKING FOR FAMILIES TAX CREDITS Please indicate if you have received this before:		Y	N
Please Indicate as a household how many hours per week you have worked this year. Please tick:	Hours: 0 to 20	Hours: 20 to 30	Hours: 30 and over

If we need to apply for IRD numbers for children, please supply copies of birth certificates.

Child Names:	Date of Birth:	IRD Number:	Y	N

C: REBATES (NB. There is no maximum claim for donations so it is important you include full Details of amounts paid) Details:	Do you wish us to complete a rebate claim for your donation and child care costs? If so, please supply receipts for all payments made and any donations for School Fees **must clearly state" donation".**	Y	N

D. TRUST	TRUST NAME:

Do we have your Trust Deed? If not, please provide a copy.	Y	N
Has there been any gifting during the tax year (01 April 2017 – 31 March 2018)? If so, please provide copies of gifting documents completed by your solicitor and any balance of any settlors loan to the Trust.	Y	N

Have there been any changes to the beneficiaries or the Trust that we need to be aware of? Changes:	Y	N
Do you have any special instructions regarding distributions to beneficiaries? Please List below.		
Special Instructions:		
Distributions to Children:		

Childs Name:	Date of Birth:	IRD Number

Please advise details of any other income the above–named children receive.		
Income and Assets of the Trust:	Y	N
Please provide details of all Income for the Trust for the year to 31 March 2018.		
Please provide us with details of assets and investments held by the Trust as at balance date 31 March 2018. (e.g. Share/Unit Trust values, Overseas Share and Investments held)		
Please provide us with any bank or loan documents showing balances outstanding at 31 March 2018.		
E. RENTAL PROPERTY		
Has your Trust sold a rental property this year? If so, please provide both property purchase and disposal statements (Solicitor Statements). NB. Under Capital Gains Legislation property other than your family home sold within two or five years may be liable for Capital Gains Tax.	Y	N
Address of Property(s)		
Is the Rental property owned by the Trust? Please provide coded bank statements or a summary of transactions for the year that reconcile to the bank account movements.	Y	N

Income	Amount:	Receipt/Invoice or Statement Supplied:	Y	N
Rental Income Received (per property)				
Expenses				
Rates			Please summarise and total receipts for each expense or provide us with coded bank statements	
Insurance - House				
Insurance - Contents				
Water Charges				
Security costs				
Advertising costs				
Phone/Mobile Connection				
Body Corporate Costs				
Legal Fees				
Management Commission/Fees				
Other Expenses (e.g. Bank fees, debt collection etc)				

Rental Property expenses continued…			
Mortgage Interest NB. Interest Only (no principal)	Amount:	Lender:	Please summarise and total receipts for each expense or provide us with coded bank statements
Repairs and Maintenance Please state nature of repair undertaken (e.g. Repair to Roof, polish floors, repairs to plumbing)	Amount:	Reason/Nature:	
Improvements to the rental. Please state nature of the improvements (e.g. New roof, deck, bathroom or kitchen)	Amount:	Reason/Nature:	

First Year of Rental Only		
Is this the first year you have rented the property(s)? If yes, please provide the Solicitors Settlement statement (in full) and Government Valuation of the property.	Y	N
Do you wish us to claim depreciation on chattels? ***(This must be decided in the first year)***	Y	N

Chattels Breakdown (e.g. Carpet $5000, Light Fittings $2000, Curtains $3000) Please summarise and total receipts or valuations for chattels.	Amount:	Chattel:
Total:		

TERMS OF ENGAGEMENT

Weston & Associates Limited will compile your financial statements, in accordance with the standards applicable to Compilation Engagements, from information provided by you. We will not audit, review or otherwise attempt to verify 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 of other audit requirement. Our services cannot be relied upon to detect any fraud or error in the organisation.

It is understood and agreed that:

a) You will provide us with accurate and complete information necessary to compile such statements and you 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.

b) The financial statements will be conspicuously marked as unaudited and you will attach our disclaimer (which is in a form approved by Chartered Accountants Australia & New Zealand) when distributing the financial statements to third parties.

c) If not all of the receipts, invoices or vouchers are supplied to us we will assume that all the receipts are held by you at the time of preparing your Financial Accounts.

d) IMPORTANT – If any part of this document is not completed we will assume that the required figure is nil or this question does not apply to you.

TERMS TO SERVICE

1. I/We agree to the terms above and confirm that the information supplied in this questionnaire is accurate and complete in all respects.

2. I/We hereby authorise Weston & Associates Limited to seek any additional information they may require for the purpose of preparing our financial statements and statutory requirements with the Inland Revenue Department (for all tax types), Registrar of Companies, from your Solicitor, Adviser, Employees, Bank or other Financial Institution and we hereby authorise same to supply such information.

If you have any questions please discuss these with us before signing this document.

Print Name:	Signature:	Date:
Email:	Mobile: Text OK?	Home: