

TRUST INCOME YEAR ENDED 31 MARCH 2022				
TRUST NAME: _____ If you have not already supplied this to us, please provide a copy of each Trustee Passport.		CONTACT DETAILS: Contact Person : _____ Email : _____ Mobile: _____ Text OK? _____		
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 Kiwi saver 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)		
Crypto Currency, Bitcoin etc. Please advise details if purchased or sold in the year to 31 March 2021, as any profit is liable for income Tax		Purchase value:	Sale Value:	
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 2021 \$		At 31 March 2022 \$
B. WORKING FOR FAMILIES TAX CREDITS: (if not applicable, continue to Question C)				
If applicable, 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
Child Names:		Date of Birth:	IRD Number:	Y N
1.				
2.				
3.				
4.				
C: REBATES (NB. There is no maximum claim for donations so it is important you include full Details of amounts paid)		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
Details:				

D. TRUST				
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 2021 – 31 March 2022)? If Yes , please provide copies of gifting documents completed by your solicitor and any balance of any settlors' loan to the Trust.			Y	N
Has there been any changes to the beneficiaries or the Trust that we need to be aware of?			Y	N
Do you have any special instructions regarding distributions to beneficiaries? Please List below.			Y	N
Special Instructions:				
Distributions to beneficiaries and Children (both taxable and non-taxable):				
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 2022. This can include interest, dividends, investment income or any other income				
Please provide us with details of assets and investments held by the Trust 31 March 2022. (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 2022.				
E. BRIGHTLINE INCOME (CAPITAL GAINS TAX)				
Has your Trust bought or sold a rental property, holiday home or bare land this year? If Yes , please provide both property purchase and disposal statements (Solicitor Statements). NB. If you are considering selling, please contact us first if you are concerned about your future tax liability.			Y	N
F. RENTAL PROPERTY(S) (If not applicable continue to Sign)				
Address of Property(s)				
1.				
2.				
Is the rental property(s) 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 Rental Income (per Property)	Total Amount:	Bank Statements Supplied:	Y	N
1.				
2.				

Expenses (per Property)					
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 (eg. Bank fees, debt collection etc)					
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 (eg. 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 (If No continue to question D)					
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 (eg. 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 or 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.
- b) The responsibility for the accuracy and completeness of the assertions in the financial statements, remains with you.
- c) 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.
- d) 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.
- e) **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.
- 3. I/We authorise Weston & Associates Limited to obtain and provide any information required under law, but not limited to Anti-money laundering and Terrorism Act Regulations.

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

Print Name:	Signature:	Date:
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****** PLEASE SEND US THIS QUESTIONNAIRE ONLY ONCE ALL DOCUMENTATION CAN BE SUPPLIED TO US.**