

# Trust, Rental and Personal Income Questionnaire 2023

Please Save to you computer, fill in and email back to this office with any other information required

CLIENT NAME:

ADDRESS:

Weston &  
Associates Ltd  
(Chartered  
Accountants)

**\*\* Please update your details if they have changed in the last year.**

CONTACT PERSON:

MOBILE NUMBER:

PHONE NUMBER:

EMAIL ADDRESS:

ADDRESS:

## Terms of Engagement

I hereby instruct you to prepare Financial Statements and Taxation Returns. I undertake to supply all information necessary to carry out such services, and will 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 in so far as third parties are concerned, or in fulfilling of any statutory audit requirements.

I understand your work can not be relied upon to detect error and fraud and that you accept no responsibility for the accuracy and completeness of the information supplied by me.

I further understand that the Financial Statements will be prepared at my request and for my purpose only and that you will not be liable for any losses, claims or demands by any third person.

Where GST Taxation return is included in this Engagement, then all payments to suppliers shall be deemed to include GST unless I have otherwise advised.

Weston & Associates Limited are hereby authorized to communicate with my bankers, solicitors, finance companies, tax pooling intermediaries and all government agencies to obtain such information as is required to carry out the above assignments.

I hereby agree to the Terms as above and confirm the information supplied is accurate and complete in all respects.

***For us to start preparing your financial statements and tax returns, we need you to please sign this authorisation.***

Signed:

Date:

***Please make sure your records are for the entire financial year - 1 April 2022 to 31 March 2023***

***If you require any assistance, please call the office on 09 5280069***

**Has the nature of your business changed in any way during the last 12 months?**

If **YES**, please provide details.

Please also provide details of anything else we should be aware of in relation to the preparation of your accounts.

**Interest and Dividends received**

A copy of your Interest Withholding Tax Certificates Yes  No

Let us know if you have received dividends and we will get this from IRD Yes  No

**Trusts**

Do we have your Trust deed - if not provide us a copy Yes  No

Has there been any gifting during the tax year if yes please provide copies of gifting documents Yes  No

Has there been any changes to the Trustees of the Trust that we need to be aware of. If yes please provide documents Yes  No

Please provide to us bank statements for the tax year Yes  No

Do you have any special instructions regarding distributions to Beneficiaries. If so please list below

Please provide to us any loan documents showing balances outstanding as at tax year end. Yes  No

### Brightline Income (Capital Gains tax)

Have you or your Trust sold any residential property this year. So this includes any bare land, holiday home or rental property		Enclosed
Please provide both property purchase and disposal documents	Yes	No

NB: If you are considering selling please contact us first to discuss any potential tax implications

### Rebate Claims

Please provide either receipts or details of all charitable donations and school donations made during the tax year.	Yes	No
--	-----	----

### Personal or Trust income Received

Interest and Dividends: Did you receive these	Yes	No	
Crypto Currency trading - Please advise all details	Yes	No	
Foreign Investment Funds: This includes shares in a foreign Unit Trust A Foreign Life Insurance Policy You receive a foreign annuity or pension An Interest in a Foreign Superannuation Scheme	Yes	No	
Overseas rental income	Please provide details	Yes	No
Foreign Pension Scheme withdrawals	Please provide details	Yes	No
Foreign Dividends received	Please provide details	Yes	No

**Working For Families (WFFTC) - If Applicable**

As a household, how many hours per week on average did you work?

Please supply a list of your Children's Names, Dates of Birth and IRD Numbers

Names	Dates of Birth	IRD number
-------	----------------	------------

**Rental Income - Trust or personal (please only complete if applicable)**

Please provide totals for rental income and expenses or bank statements for the year 1/4/22 to 31/3/23

Rental Income was received for the year	Yes	No
---	-----	----

Rental Income received

Legal Fees

Advertising Costs

Water Rates

Rates

Mortgage Interest

Insurance

Repairs and Maintenance

Management Fees

Body Corporate Costs

Other Expenses

Repairs and Maintenance: Please provide a breakdown of the costs incurred.

Note: If repairs and maintenance total more than \$1,000.00 per item please provide invoices.