

Trust, Rental and Personal Income Questionnaire 2025

Please save to your 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 any contacts have changed in the last year.**

CONTACT PERSON:

MOBILE NUMBER:

PHONE NUMBER:

EMAIL ADDRESS:

ADDRESS:

Terms of Engagement

I/We 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/We 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/We 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/We 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 2024 to 31 March 2025

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

Please provide a copy of your Interest Withholding Tax Certificates	Yes	No
Let us know if you have received dividends? if yes, we will get this from IRD.	Yes	No

Trusts

Do we have your Trust deed? If not, provide us with 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
Have you included bank statements for the tax year?	Yes	No
Do you have any special instructions regarding distributions to Beneficiaries? If yes, please list below		
Have you provided loan documents showing balances outstanding as at tax year end?	Yes	No

Please provide the names, dates of birth and IRD numbers for any beneficiaries that we may not have such as children or grandchildren

Brightline Income (Capital Gains tax)

Have you or your Trust sold any residential property this year? This includes any bare land, holiday home or rental property. Enclosed

Yes No

Please provide both property purchase and disposal documents. Yes No

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

Yes No

Personal or Trust income Received

Interest and Dividends: Did you receive these? If yes please provide. Yes No

Yes No

Crypto Currency trading - Please advise all details Yes No

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

Yes No

Overseas rental income Please provide details Yes No

Yes No

Foreign Pension Scheme Please provide details
withdrawals Yes No

Yes No

Foreign Dividends received Please provide details Yes No

Yes No

Investment funds This may be funds managed by say Milford Investments, Forsyth Barr or another provider? If yes please provide a "Tax Year End Summary" that will have been sent to you in either April, or May, by the fund. Yes No

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

Please provide totals for rental income and expenses or bank statements for the year 1/4/24 to 31/3/25

Please also remember to provide your agent summaries for the year as well

Rental Income was received for the whole year	Yes	No
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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.