



## BUSINESS QUESTIONNAIRE

### FOR THE YEAR TO 31 MARCH \_\_\_\_\_

If we require any further information we will contact you.

<b>LEGAL NAME</b> (If Company, Trust, or Partnership)	
<b>BANK ACCOUNT NUMBER</b> (For Tax Refunds)	

<p><b>INCOME</b></p> <p>Please provide bank statements or a cashbook detailing all business and investment income for the year. This should include any RWT Certificates, Dividend Statements, and details of any income or losses from other entities. If you're using an accounting system, we will need access to it.</p>
<p><b>EXPENSES</b></p> <p>Please provide bank statements or a cashbook detailing all business expenses for the year. Please ensure details are provided for any entertainment (food, alcohol etc.), repairs and maintenance, and legal fees.</p>
<p><b>LOAN AND HIRE PURCHASES</b></p> <p>Please provide Loan Statements and/or Hire Purchase Schedules for any loans or hire purchases used to finance or operate the business.</p>
<p><b>ACCOUNTS RECEIVABLE AND PAYABLE</b></p> <p>Please provide a list of amounts owing to you as at 31 March. Please provide a list of amounts you owe to others as at 31 March.</p>

**FIXED ASSETS**

If assets were purchased, sold, or scrapped during the year please provide:

- Date purchased, sold, or scrapped
- Whether new or second hand
- Description
- GST exclusive price purchased or sold for
- Details of any Trade-ins

**VEHICLES**

Please provide the private use percentage of any vehicles used in the business.

**HOME OFFICE EXPENSE CLAIM**

If you use part of your house as a home office, please provide the following for the year ended 31 March:

- Size of office and house;
- Amounts paid for household expenditure such as Home and Contents Insurance, Rates, Mortgage Interest, Electricity, Phone Line Rental, Rent etc.

**INVENTORY AND WORK IN PROGRESS**

Please provide a list and value of trading stock as at 31 March (must be valued at the lower of cost or market value (do not include GST). Do you have goods that you sell that are currently in the process of being "built", but not yet finished at 31 March?

**TRUST, COMPANIES, AND PARTNERSHIPS**

Please provide details if there have been any changes in the ownership structure i.e. new Trustees, Partners, or Shareholding changes.

Please provide all gifting statements if the Entity is a Trust.

**PLEASE ENSURE OUR TERMS OF ENGAGEMENT FORM HAS BEEN COMPLETED**