

WestNet Tax Accounting Limited

Proud to be a member of:



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Client Name..... Phone:.....

Nature of business..... ACC No:.....

Address..... Email Address.....

..... Preferred method of contact:

Preferred questionnaire format (please circle one): Physical copy or Emailed copy or Online document

**CLIENT QUESTIONNAIRE - INFORMATION AND RECORDS REQUIRED
 TO COMPLETE ANNUAL ACCOUNTS (BALANCE DATE 31 MARCH 2023)**

RECORDS REQUIRED Supplied

BANK RECORDS

- 1. Bank statements for the income year for all business accounts
- 2. Creditcard Statements if used for business expenses
Please write beside each payment & deposit details i.e. purchases, phone, Sales, Transfer etc

COMPUTER OR CASHBOOK RECORDS

- 1. Also include all general ledger printouts (ie by account) and audit trails.

MORTGAGES/LOANS/HIRE PURCHASE

- Legal, lease and/or hire purchase documents for any new finance arrangements.

VEHICLE LOG BOOKS

Business usage %

or Business mileage..... Total vehicle mileage

Vehicle log book details are required to be kept, unless you pay Fringe Benefit Tax.

Have you kept a logbook for 3 months during the last 3 years? YES NO

If it is more than three years since a log book has been kept please prepare one again.

100% business use is best proved with a log book.

Please note, if no logbook has been kept, we can only claim up to 25% business vehicle use

If more than one vehicle, list all vehicles and their business use percentage on page 3

GOODS AND SERVICES TAX

Copies of all GST returns filed **and worksheets** during the year, including the return spanning the year end balance date.

WAGES

Your records such as Wage Book, IRD pay in slips, IRD statements, copies of pre-printed IRD forms IR 345.

Government Grants

Did you receive the wage subsidy or the Resurgence Support Payment?

Government Grant

		Date
Wage Subsidy	Resurgence Payment/...../.....
Wage Subsidy	Resurgence Payment/...../.....
Wage Subsidy	Resurgence Payment/...../.....
Wage Subsidy	Resurgence Payment/...../.....

(cross out which is not applicable)

LEGAL

Supplied

Solicitors statements for all business transactions, e.g. Sale and Purchase Agreement, Statement of Account, Fee Invoice
Please supply us with an itemised statement for any legal fees paid.

ENTERTAINMENT

Please advise on bank statement or cashbook those restaurant /alcohol bills that were for entertaining clients.

Please note separately those that were:

1. Overseas Entertainment Expenses: Please also advise whether you were entertaining a client or were merely paying your own food & travel bills. (Also please advise the predominant reason for the trip, days away and days spent on business)

2. Out of Town Expenses: meals while travelling on business for yourself are fully tax deductible.

BUSINESS INFORMATION REQUIRED

Supplied

CASH ON HAND

Cash on hand should include cash floats and cash sales prior to balance date but not yet banked.

(Note this is not the bank cheque account balance)

DEBTORS - INVOICES/MONEY OWING TO YOU AT BALANCE DATE

Attach a schedule of individual accounts which make up this total (please specify whether GST is included or not).

\$.....

TRADING STOCK ON HAND and WORK IN PROGRESS

Stock should be taken at balance date and adequate records retained to substantiate this figure. It should be valued at the lower of cost & market value excl. of GST. Please attach separate stocksheets if needed

Stock on hand as at 31/3/2023

NB If stock is below \$10,000 an estimate as at 31 March is sufficient

FIXED ASSETS

1. Please supply invoices of any fixed assets purchased during the year with a costprice **greater than \$500 excluding GST** e.g Vehicle, Plant, Equipment, Computers etc
2. Full details of all fixed assets sold - including trade-ins.
3. Please advise if any assets need to be scrapped (refer last years asset schedule)

Asset - Description	Circle	Amount	Date of purchase/Sale
.....	Purchased/Sold/ Write Off
.....	Purchased/Sold/ Write Off
.....	Purchased/Sold/ Write Off

CREDITORS - MONEY OWING BY YOU AT BALANCE DATE

Attach a schedule of all outstanding amounts, details - i.e phone, supplies etc - and name of creditor (state whether includes/excludes GST)

HOME OFFICE/STORAGE AREA

If you have a room set aside as a study or you use any part of your home for business purposes please provide details of the following expenses.

Rates	\$.....	Power	\$.....
House Insurance (Home and Contents)	\$.....	Repairs	\$.....
Mortgage Interest Paid	\$.....	Water Charges	\$.....
Rent Paid	\$.....	Phone	\$.....

Area used for business only (office, workshop, garage (sq.m.)

Total area of house (sq.m.)..... **PLEASE NOTE THAT THIS SECTION MUST BE COMPLETED EACH YEAR**

Client Name: for the year ended 31st March 2023

TERMS OF ENGAGEMENT

I/We hereby instruct WestNet Tax Accounting Ltd to prepare Financial Statements and Tax Return(s) for the year ended on the balance date noted above. I/We accept responsibility for the accuracy and completeness of the records supplied. You are not to conduct an audit, nor do I/we wish you to review the affairs of the business in order to substantiate the accuracy of the information. I/We accept, therefore, that you are unable to provide any assurance on the Financial Statements. I/We understand your work cannot be relied on to detect error or fraud and that the Financial Statements will be prepared at my/our request and for my/our purposes only and that you will not be liable for any losses, claims, or demands from any other person whatsoever.

I/We accept that I/we have a legal requirement to meet the following taxpayer obligations:

- a) Correctly determine the amount of tax payable.
- b) Deduct or withhold the correct amount of tax from payments or receipts.
- c) Pay tax on time.
- d) Keep all necessary information and maintain all necessary accounts of balances.
- e) Disclose all information that the Commissioner requires in a timely and useful way.
- f) Co-operate with the Commissioner to the extent required by the Inland Revenue Department.
- g) Comply with other specific tax obligations.

I/We understand and agree that:

- a) If WestNet Tax Accounting Ltd sign any GST returns on my/our behalf, it is with my/our authority as my/our duly authorised Tax Agent and is not in a capacity as an employee.
- b) If not all of the receipts, invoices, or vouchers are supplied to by me/us, WestNet Tax Accounting Ltd will assume that all receipts are held by me/us at the time of preparation of my/our Financial Account and GST returns.
- c) **IMPORTANT If any part of this document is not completed, WestNet Tax Accounting Ltd will assume that the required figure is nil or this question does not apply to my/our business.**

TERMS TO SERVICE

I/We authorise WestNet Tax Accounting Limited to act as our Tax Agent and provide information required by the Inland Revenue Department to assess our annual tax liability and also to obtain information from the Department relating to any tax type registered (except child support).

I/We agree to pay all invoices from WestNet Tax Accounting Ltd when due.

I/We agree to the terms above and accept responsibility for the accuracy and completeness of all records and information supplied to you. I/We accept responsibility for any failure by me/us to supply all relevant records and information to you. I/We understand that Financial Statements prepared by you will carry the standard Disclaimer.

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

SIGNED DATE.....

For and behalf of:

Print Name:.....

Print capacity Director
eg Director, Owner, partner, Trustee.

