

Records Required:	Ü	Comment:
Employer – Wages paid to Employees		
Please send a month by month summary of Gross Wages and PAYE deductions as returned to the IRD OR Send a copy of your Employer Monthly Deduction Schedules (IR 348).	C C	
Fringe Benefit Tax (FBT) Returns		
Supply copies of Fringe Benefit Tax (FBT) returns and work papers.	C	
Final Bank Statement		
Supply a copy of your bank statement including any savings, call or term deposit account dated [Balance Date] or spanning this date.	C	
Loan Statements		
Supply a copy of any loan transaction statements for the financial year up to your balance date.	C	
Interest and Dividend Certificates		
Supply copies of certificates.	C	
Accounts Receivable (Debtors) – see attached Schedule 1		
All accounts or amounts owing to you at balance date should be scheduled. Exclude bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date.	C	Total at Balance Date: \$ _____ GST Included C Excluded C
Accounts Payable (Creditors) – see attached Schedule 2		
All accounts or amounts owing by you at balance date should be scheduled indicating name of creditor, amount and what the debt is for. Alternatively, mark on cheque butts or highlight in cash book those items in the month following your balance date, which should be included. Holiday pay or bonuses paid within 63 days of your balance date may be included.	C	Total at Balance Date: \$ _____ GST Included C Excluded C

Records Required:	Ü	Comment:
Capital Expenditure		
Attach details of assets purchased or sold during the year such as motor vehicles, plant and equipment and properties. Where applicable please provide the following details: <ul style="list-style-type: none"> § Hire Purchase or loan agreements § Lease agreements § All legal statements and agreements § Trade-in details § Lost, stolen or scrapped items § Copy of Tax Invoices A copy of last year's Asset and Depreciation Schedule is attached for your information. We suggest you review the schedule and indicate any assets that no longer exist.	C C C C C C C	
Transactions Not Through the Business		
Were all sales banked into your business trading bank account? Yes C No C If No, list amounts not banked and when they were lodged: _____ _____		Personal \$ _____ Business \$ _____ Other \$ _____
Legal and Loan Documents		
Please attach any solicitor's statements and Sale and Purchase Agreements relating to any legal transactions during the year. Please also include Statements and Agreements relating to any mortgages, hire purchase, leases or loans. Please include a copy of your latest Rateable Valuation for any properties you own.	C	



Records Required:	Ü	Comment:
Business Expenses		
There are a number of invoices that we specifically require. Please ensure the records you provide us with include all paid accounts for:		
§ Insurance premiums	C	
§ Legal fees	C	
§ ACC payments and arrangements	C	
Private Use		
Value of goods taken for private use at their cost price.	C	\$ _____ GST Included C Excluded C
Expenses paid in Cash or from Personal Funds		
Please provide a list if applicable.	C	

Motor Vehicles	Home Office Expenses
The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:	If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:
Vehicle Description: _____	Business Area: _____ m ²
Business _____ km	Total Area: _____ m ²
Total _____ km	Power \$ _____
Percentage Business _____ %	Insurance (Building & Contents) \$ _____
Vehicle Description: _____	Interest (House Mortgage) \$ _____
Business _____ km	Rates \$ _____
Total _____ km	Repairs & Maintenance \$ _____
Percentage Business _____ %	Other \$ _____
§ Please note that a detailed and accurate log book must be completed for a three month period every three years or vehicle expense claims will be limited to a maximum of 25% of expenses incurred.	Total \$ _____
§ If you are operating as a Company, please indicate which vehicles you are currently paying Fringe Benefit tax for:	Cost of House and Section \$ _____
_____	Cost of Section \$ _____
_____	Construction materials: (timber, brick, etc) _____

Goods & Services Tax (GST) Returns if GST returns have not been prepared by us.		
Supply copies of Goods & Services Tax (GST) Returns and work papers.	C	

**Thank you for completing this questionnaire
Don't forget to sign it**

