

# Individual Questionnaire – Sole Trader

## For the year ended 31<sup>st</sup> March 2017

Please ensure this questionnaire is completed and included with your records


Client Name:		Phone:
Balance Date:		Cellphone:
Email:		Convenient time to call:
Physical Address:		
Postal Address:		

To: Tax Matters Limited

You are hereby authorised to communicate with my/our bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to carry out the preparation of my/our financial statements and tax returns.

I/We authorise you to act as my/our Agent for Inland Revenue Department matters, and to have access to all tax types and all tax information pertinent to the completion of my financial statements and tax returns.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Records Required		Comment
<b>Bank statements, cheque butts, Cash Manager etc</b>		
Where <b>no Cashbook</b> is supplied, please provide and include <b>one month</b> past balance date:		
• Bank statements including any savings account or term deposit	<input type="checkbox"/>	
• Cheque and deposit butts showing the nature of each payment/deposit	<input type="checkbox"/>	
• Receipt books. Make sure any items not for business sales are clearly marked	<input type="checkbox"/>	
• Suppliers invoices filed in cheque number order	<input type="checkbox"/>	
<b>Or, Where you supply a written Cashbook</b> , please provide and include <b>one month</b> past balance date:		
• Cashbook, written up, analysed and reconciled to the bank statements monthly	<input type="checkbox"/>	
• Bank statements including any savings account or term deposit	<input type="checkbox"/>	
• Cheque and deposit butts showing the nature of each payment/deposit.	<input type="checkbox"/>	

<p><b>Or, Where you supply a computerised Cashbook, please provide:</b></p> <ul style="list-style-type: none"> <li>• Backup disk as at the end of the financial year or email files to us</li> <li>• Final bank statement for year for all bank accounts</li> <li>• Transaction listing for Accounts Payable and Accounts Receivable as at balance date</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Password: _____  If you use Xero, please arrange to invite us as a user
<b>Loan Statements</b>		
Supply a copy of any loan transaction for the financial year up to your balance date.	<input type="checkbox"/>	
<b>Fringe Benefit Tax (FBT) Returns</b>		
Supply copies of FBT Returns and Workpapers	<input type="checkbox"/>	
<b>ACC Invoices</b>		
Supply copies of ACC Invoices	<input type="checkbox"/>	
<b>GST Returns and Workpapers</b>		
Supply copies of GST returns and Workpapers if GST registered	<input type="checkbox"/>	
<b>Accounts Receivable (Debtors) – see attached Schedule 1</b>		
All accounts or amounts owing to you at balance date should be scheduled. <u>OR</u> Where a computerized Cashbook or Integrated Accounting Software package is used, please include Debtors Report as at balance date	<input type="checkbox"/>	Total at Balance Date: \$ _____ <b>GST Included</b> <input type="checkbox"/> <b>GST Excluded</b> <input type="checkbox"/>
<b>Accounts Payable (Creditors) – see attached Schedule 2</b>		
All accounts or amounts owing as at balance date should be scheduled <u>OR</u> Where a computerized Cashbook or Integrated Accounting Software package is used, please include Creditors Report as at balance date		Total at Balance Date: \$ _____ <b>GST Included</b> <input type="checkbox"/> OR <b>GST Excluded</b> <input type="checkbox"/>
<b>Bad Debts</b>		
Please provide a schedule for Bad Debts Written Off during the Year (Remember, Bad Debts need to be written off the debtors ledger before balance date to be tax deductible in that year)		Total at Balance Date: \$ _____ <b>GST Included</b> <input type="checkbox"/> OR <b>GST Excluded</b> <input type="checkbox"/>

<b>Stock on Hand</b>		
<p>Stock must be physically counted and adequate records retained to substantiate the physical count.  Stock on hand should be valued at the <b>lower of cost, market selling value or replacement value.</b></p>	<input type="checkbox"/>	<p>\$ _____</p> <p>GST Included <input type="checkbox"/> OR  GST Excluded <input type="checkbox"/></p>
<b>Capital Expenditure</b>		
<p>Attached details of <b>assets purchased or sold</b> during the year such as motor vehicles, plant and equipment and properties. Where applicable, please provide the following details</p> <ul style="list-style-type: none"> <li>• Hire purchase or loan agreements</li> <li>• Lease agreements</li> <li>• All legal statements, agreements and solicitors invoices</li> <li>• Trade-in details</li> <li>• Lost, stolen or scrapped items</li> <li>• Copy of Tax Invoices</li> <li>• Valuations</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>Other Income &amp; Expenses – please attach</b>		
<p><b>Rents Received</b>  Please complete Rental Questionnaire</p> <p><b>Partnerships/Trusts/Estates/Other Companies</b>  Income from Partnerships/Trusts/Estates/Other Companies, where accounts are prepared by another accountant</p> <p><b>Investment Portfolios</b>  Copy of your investment portfolio</p> <p><b>New Zealand Investments – if separate from portfolio</b>  Details of all New Zealand Investments</p> <p><b>Overseas Investments – if separate from portfolio</b>  Details of all foreign investments and income</p> <p><b>Income Protection Insurance</b>  Please supply details of Income Protection Insurance paid during the financial year</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Donations			
Attach all receipts for donations to schools, churches, charitable organisations. Minimum donation is \$5.		<input type="checkbox"/>	\$ _____
Legal Documents			
Please attach all solicitors statements and copies of any invoices for transactions not covered under Capital Expenditure		<input type="checkbox"/>	
Motor Vehicles		Home Office Expenses	
<p>The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:</p> <p><b>Vehicle Description:</b> _____</p> <p>Business _____ km</p> <p>Total _____ km</p> <p>Percentage Business _____ %</p> <p><b>Vehicle Description:</b> _____</p> <p>Business _____ km</p> <p>Total _____ km</p> <p>Percentage Business _____ %</p>		<p>If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details for the year:</p> <p>Area used for business _____ m2</p> <p>Total area of house &amp; workshop _____ m2</p> <p>Power \$ _____</p> <p>Insurance \$ _____</p> <p>Rates \$ _____</p> <p>Mortgage Interest/Rent \$ _____</p> <p><b>Total</b> \$ _____</p>	
Working for Families Tax Credits			
<p>Please supply full names and birth dates for all children. Note the following;</p> <ul style="list-style-type: none"> <li>• If you had a child born within the current financial year, you may be eligible for the Parental Tax Credit, please include a copy of the child's birth certificate or their IRD number if you already have one.</li> <li>• Where a child became financially independent during the current financial year, please advise the date they left school.</li> </ul> <p>Please provided details of any maintenance payments made or received during the year.</p>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
Childs Name	IRD No.	Date of Birth	Date left School

Other Information
Details of anything else we should be aware of in relation to the preparation of your accounts

**14. Final Accounts**

Would you like to receive your final accounts printed and bound, then posted to you? Or would you like a PDF file emailed to you?

- Accounts bound and posted                     
 PDF file emailed

If you have any questions regarding this form, please do not hesitate to contact us:

Please return this slip and all necessary documents to us in person at our physical address, via post, fax or email.

**Tax Matters Limited**

**Physical:** Unit 3/245 St Asaph Street Christchurch 8011 or

**Postal:** P O Box 13400, Armagh, Christchurch 8141

**Phone:** (03) 366 6115

**Fax:** (03) 366 4798

**Email:** laura@taxmatters.net.nz

**Thank you for completing this questionnaire  
Don't forget to sign on page 1**



**Schedule 2 – Accounts Payable (Creditors)**  
**Amounts owing as at 31 March 2017**

Name of Debtor	Description of Goods	Code	Net Amount	GST	Total Incl GST
<b>Totals</b>					