

AccountabilityNet

Smart Business

Trust Questionnaire – 31st March 2020

Ensure this questionnaire is completed and included with your records

Client Name		Phone:	
Balance Date	31 March 2020		
		Email:	

Terms of Engagement

I/We hereby instruct AccountabilityNet Ltd to prepare our Taxation Returns for year ended **31 March 2020**. I/We undertake to supply all information necessary to carry out such services and will be responsible for the accuracy and completeness of such information.

I/We understand that you will rely upon the information provided by me/us. 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 the fulfilling of any statutory audit requirements. I/We understand that during preparation of the Financial Statements and Taxation Returns you will not be specifically investigating non-compliance with laws and regulations – however anything should come to light of this nature during this process, you will bring that to my/our attention.

I/We understand that the Financial Statements and Taxation Returns are prepared for my/our own use and to determine my/our taxation liabilities. If this should change in any material respect, I/we will inform you immediately. You will not accept any responsibility to any person, other than me/us, for the contents of the Financial Statements.

I/We authorise Accountability Net Ltd to obtain information from Inland Revenue through all channels including electronic ones and contact necessary third parties for information such as bank statements or interest details, liaison with lawyers, hire purchase agreements, or other parties should this be necessary to obtain information required to complete my/our financial statements.

The authorisation is limited to the collection of data necessary for completion of my/our accounts. Authorisation is given to obtain information for all tax types (except child support).

I/We undertake to pay all fees payable within seven (7) days of the date of the invoice, unless an alternate payment arrangement had been made.

You are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us.

Signature is required for each entity – Company/Partnership/Trust/Individual including Directors & Shareholders

Full Name _____ Signature _____ Date _____

Full Name _____ Signature _____ Date _____

Full Name _____ Signature _____ Date _____

PLEASE NOTE: - In accordance with the AML/CFT Act, please attach a copy of your driver's licence or passport & proof of address for each Individual, Trustee & Shareholder.

<p>Transaction Records</p>	
<p>Note: - If this is a new Trust, please forward copy of the Trust Deed, thank you.</p> <p>Please advise any reconciliation query items in the Xero ledger & provide any supporting documents or communication relating to large or unusual transactions for the period ending 31st March 2020.</p> <p>Sale / Purchase of Assets</p> <p>Did you sell, or purchase a new property in the financial year?</p> <p>If Yes, please provide copies of the following:</p> <ul style="list-style-type: none"> • Sales & Purchase Agreement • Legal Settlement Statement • Latest Government Valuation or Valuer's Report <p>Loans / Mortgages</p> <p>Have you taken out a new loan or mortgage since your last balance date? If yes, please provide loan balances as at your balance date, statements, summaries and/or documentation of the new agreements or any change in borrowings.</p> <p>Other Income</p> <p>Did you receive any other income not in Xero, for example, estate or Trusts, overseas, annuity or pension? If yes, please provide details of this.</p>	

<p>Interest / Dividend Income</p> <p>Did you receive any income from interest or dividends? If yes, please provide interest and dividend advice Certificates.</p>	
<p>Business Investments</p> <p>Did you purchase or sell any business investments during the year? If yes, please provide details of any purchases / sales along with statements relating to income received from them e.g. Dividends or interest</p> <p>Overseas Investments</p> <p>Do you have any investments, including Life Insurance Policies, Pension, Land Shares, Trusts or Superannuation? If yes, please provide details of these.</p> <p>Gifting</p> <p>Was any gifting undertaken during the year? If yes, please provide us with copies of the Gifting statements and Deeds of Acknowledgment of Debt</p>	

Beneficiaries

Please advise if any distribution were made to beneficiaries

Details of Beneficiaries

IRD Number

Date of Birth

Details of Beneficiaries	IRD Number	Date of Birth

Payment of fees: All accounts are payable within seven (7) days of the date of invoice (unless an alternate payment arrangement has been made). If an account is not paid within seven (7) days after the due date (this includes due dates relating to alternate payment arrangements), the account may be referred to a debt recovery agency and we may charge you a minimum default fee of 25% of the unpaid portion of the price to cover our legal and recovery costs.

The account may also be recorded on a credit information database held by a credit reporting agency.

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