WBB Chartered Accountants Ltd
guiding business people to success

WBB 2020 Trust Questionnaire

Ensure this questionnaire is completed and included with your records and please don't forget to sign on the back.

Client Name		Balance Date	31/03/2020

	YES ☑ NO ☒
Data File Please upload latest backup of your MYOB or MoneyWorks File onto the secure area of the WBB website. Password_______________Version ______________________ OR Please give WBB access to your MoneyWorks Live, MYOB Live file or Xero file. Call your accountant to discuss access.	☐
Bank statement confirming bank balance as at 31 March 2020 • Current Account, Saving Account, Term Deposit, Credit Card; or • Full Year's Bank Statements where you supply written Cashbook/Excel summary.	☐ ☐
Accounts Receivable (Debtors) Review your invoicing for the year and identify and list the amounts owing to you as at 31/3/2020 (inclusive of GST) **Exclude** Bad Debts. These must be written off prior to balance date. Please supply a list.	☐
Accounts Payable (Creditors) Supply a list of amounts owing by you (inclusive of GST) as at 31/3/2020, including name of creditors and what the debt is for. Holiday pay or bonuses paid within 63 days of your balance date may be included.	☐
Goods & Services Tax (GST) Supply workpaper/calculations for GST returns filed for the year ended 31/3/2020.	☐
Investment Income Supply details and copies of certificates and statements for the year ended 31/3/2020: • Interest/Dividends/PIE Income/FIF Income.	☐
Capital Expenditure Supply copies of tax invoices for fixed assets purchased and/or sold. Please review our detailed fixed asset schedule for items no longer in existence.	☐
Loan Documents and Tax Invoices for the following: • Annual loan summary confirming interest and principal repayments made during the year. • Finance documents for any new loan/lease/hire purchase agreements. • Legal fees. • Solicitor's settlement statements and sale and purchase agreements relating to any legal transactions during the year. • Repairs and Maintenance over $500. • Business Insurance premiums. • ACC payments and arrangements. • Donations.	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
Contingent Liabilities Supply details of any matters which may lead to future liabilities which are uncertain at year end.	☐
Gifting Programme Please advise the date of gifts made to your trust during the financial year. If you have copies of the gifting documentation from your solicitor, please attach this.	☐

Changes in Trustees or Beneficiaries • Have there been any changes in Trustees or Beneficiaries during the year? If yes, please provide details. • Is the settlor resident in NZ?	☐ ☐
Major Transactions Please provide a list of any major transactions that have occurred during the financial year that affect the Trust.	☐
Tax Refund Should the Trust's tax return result in a tax refund, please provide a bank account number that we can advise IRD to use to deposit the refund into: • Name of Bank Account…… • Bank Account number……	☐
Rental and Leased Property If you received rent from a property/properties, please complete separate Rental Questionnaire.	☐
Bright-Line Test for Sale of Residential Property • Have you purchased and sold a residential property since 1 October 2015 which is not your main residence? • Have you sold residential property in New Zealand where Residential Land Withholding Tax has been deducted and paid to the IRD?	☐ ☐
Mixed Use Holiday Home/Boat/Plane If you have a Property, Boat (with a market value of $50,000 or greater) or Plane (with a market value of $50,000 or greater) that is used privately and also to derive income, please complete separate Mixed Use Holiday Home/Boat/Plane Questionnaire.	☐
Related Party Transactions Do you provide any goods or services to a related party i.e. any other business or entity to which you are associated. If yes, please complete schedule below: For example: **Type of Transaction** — **Name of Entity** — **At Market Value? Yes/No** e.g. *Rental income* — *ABC Limited* — *yes* …………………………… …………………………… …………………………… …………………………… …………………………… …………………………… …………………………… …………………………… ……………………………	☐

Thank you for completing this questionnaire. Don't forget to sign below.

To WBB Chartered Accountants Limited

Terms of Engagement

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for the above balance date. 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, should anything 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.

Where I/We have also instructed you to prepare our GST Returns on a regular basis. I/We accept that it is my/our responsibility to advise you of all relevant transactions on a timely basis as well as obtain valid tax invoices that comply with the GST legislation.

All other terms and conditions of this engagement are the same as those referred to in our most recent Engagement Letter.

I/We understand that each year we will be provided with a Fee Agreement. The fees are payable as per the agreed Fee Agreement.

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 complete the above assignments. I/We authorise you to obtain information from Inland Revenue about all tax types except child support (NCP or CPR) in order to complete the above assignments. This includes obtaining information through all Inland Revenue media and communication channels.

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

______________________________	______________________________	________________
Trustees Name- please print	Signature Authorised to sign on behalf of the Trust	Date

______________________________	______________________________	________________
Trustees Name- please print	Signature Authorised to sign on behalf of the Trust	Date