

Dear Valued Client

Finnz – Annual Accounts and Questionnaire

The end of the financial year is approaching and in preparation for the processing of your annual accounts and returns of income, please find attached your annual questionnaire for the 2018/2019 year. This document plays a very important role in enabling us to complete your annual accounts in a timely manner.

It is essential that we receive back from you both pages 2 & 3 completed in full and signed.

We are unable to complete any work on your behalf without this documentation. Please take the time to review the attached forms carefully and complete these in their entirety.

Please include all receipts, interest and dividend certificates, a copy of your final bank statement (covering 31 March), all other bank statements (if we do not have these electronically), copies of any sale and purchase agreements, settlement statements, and any other financial papers as outlined in the questions below.

Once the forms are completed, either:

1. Post it back to

Finnz Chartered Accountants
PO Box 17
Te Awamutu 3840

OR

2. Scan and email to admin@finnz.co.nz

Should you have any questions about this document please do not hesitate to call the office and speak to the accountant looking after your file.

We look forward to receiving your documents back in due course.

Kind Regards,

The Team at Finnz Limited,
Chartered Accountants

Client Written Authority Form

I, the undersigned, in my capacity as an officer or as an individual listed below:

Name of Individual/Entity/Trust	IRD Number
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

give Finnz Limited permission to act on my or the above-named entity's behalf as tax agent for the following tax types:

All tax types

OR

Income Tax

Fringe benefit tax

PAYE and associated tax types

Any information related to my ACC matters with ACC

GST

I authorise the tax agency to prepare, submit and sign tax returns on my behalf.

I elect for Inland Revenue correspondence to be sent to:

Finnz postal address

OR

Continue to send to my current postal address

I understand that this written authority consents to the above entities being linked to the Finnz Limited tax agency client list which entitles this tax agency to full access to information held by Inland Revenue and gives the ability to modify customer details for linked tax types.

When we are preparing your Financial Statements we may need to obtain additional information from your Bank, Stock Firm, Dairy Company or other businesses who are all bound to secrecy by the Privacy Act. If this happens we need to have your written authority to access this confidential information.

To Finnz Chartered Accountants

1. I undertake to supply all information that you may require to prepare my / our Income Tax Refunds and / or Financial Statements.
2. I hereby authorise Finnz Chartered Accountants to obtain any information required for this purpose, from my Bank or any other business or person.
3. I authorise Finnz Chartered Accountants to prepare financial statements on a Special Purpose reporting basis to comply only with the requirements of the Income Tax Act from the information and records I have supplied to you. I instruct you not to complete an audit or review. I accept responsibility for the accuracy and completeness of all records and information supplied to you.

Accident Compensation Corporation

You authorise our organisation to act as your agent for ACC levy purposes for all associated entities. This authorisation allows our organisation to query and change information on your ACC levy account(s) through ACC staff, and through ACC Online Services. This authority will also allow our organisations’ main representative discretion to delegate access to your ACC information to other members of our organisation. Other delegated members of our organisation will also be able to query and change information on your ACC levy account.

This authority is valid indefinitely until it is cancelled by Finnz Chartered Accountants or by myself as requested by either party at their discretion.

Name: _____

Signed: _____

Date: _____

Name: _____

Signed: _____

Date: _____

Name: _____

Signed: _____

Date: _____

ANNUAL QUESTIONNAIRE 2018 / 2019 YEAR

Client Information Form

Trading Entity Name:

Postal Address:

Physical Address:

Phone Number:

Mobile Number:

Email:

Nationality:

Date of Birth:

Nature of your
business:

Solicitor:

Bank Manager:

In the last 12 months have you, any of your close family or associates,
held a prominent position in government in a foreign country?

Yes

No

If so, which country or countries?

Please complete all appropriate sections of the questionnaire. Please attach supporting information, such as invoices, receipts or other agreements wherever possible.

All accountants must act within the Anti-Money Laundering and Countering Financing of Terrorism Act 2009. We are required to assess clients for money laundering risk, and to do so, we must ask for specific documentation and information.

If we ask for it can you please be prepared to produce:

Proof of Name and Date of Birth: Passport, or Drivers licence & one of the following – Birth certificate, (birth and marriage certificate if name change), bank card, bank statement (last 12 months), IRD statement or similar

Proof of Address: Utilities account with name and address issued in last 12 months

1. Children under 19 years of age on 1 April 2018 (and in your care at any time during the year) *This allows us to calculate any Working For Families Tax Credits*

Name	Date of Birth	Date Left Secondary School

2. Details of assets purchased or constructed during the year

Include Vehicles, Plant, Land & Buildings, Office Equipment costing over \$500 GST exclusive

Date	Description	Purchased From	Cost including GST	Trade-in asset*	Private Use %

*If you traded in another asset at the time of purchase, please include details under section 3 below.

Have you constructed any assets, or are in the process of constructing an asset?

Description _____

Cost of Materials \$ _____ (GST exclusive)

Cost of Labour \$ _____ (GST exclusive)

3. Details of any assets disposed of or discarded during the year (including trade-ins)

Date	Asset sold	Sold to	Price including GST

4. Private Use of Motor Vehicles

For each vehicle with any amount of private use, work out the business travel from your log book

Motor Vehicle	Total Distance for Period	Business Distance for Period	Business %	Date Log Book Kept

6. Stock on Hand at Balance Date

Stock on Hand: \$ _____ (GST exclusive)

Please include a copy of your Stock list (Inventory on Hand List) if you have an electronic inventory system

7. Goods Taken for Private Use

Please provide details of any goods taken from the business for private use. Include product/asset details and the cost of the items. **Please note that a GST adjustment is required for goods taken for private use**

Description of the Goods	\$ Amount (GST Inclusive)

8. Business Income

Was all business income banked into your business account? Yes / No

If not, please supply full details of the amounts put to personal bank accounts or business or personal expenditure:

Were any business expenses paid through a personal account? Yes / No

If yes, please provide full details.

Please be advised that the Inland Revenue is looking into cash dealings and we advise that if you have received any cash during the last financial year that you note this above.

9. Business Investments

Please provide details of any share or term deposits made during the year and the year-end balance.

Date Purchased / Invested	Name of investment and quantity or bank	Amount Invested or Share Price
E.g. 4/9/2017	BNZ Bank	\$10,000
OR 5/01/2018	Mighty River Power Shares - 1000	\$2.50 per share

Please provide details of any shares sold during the year (if any)

Date Sold	Name of investment and quantity or bank	Amount Received and Sale Price Per Share
E.g. 31/01/2017	Mighty River Power Shares - 1000	\$2.60

If you have a share portfolio with an investment adviser (eg Craigs, Forsyth Barr etc) please provide a copy of their Taxation Summary.

Please provide details of any purchase or sale of a rental property. Include the Sale and Purchase Agreement and settlement statement from your lawyer.

Date Purchased or Sold	Address of Property	Amount
4/10/2017	80 Market Street, Te Awamutu	\$500,000

10. Loans

Made by you during the year

To: _____

Amount: \$ _____

Date: _____

Security: _____

Repayments Due: _____

Made to you during the year

From: _____

Amount: \$ _____

Date: _____

Security: _____

Repayments Due: _____

Related companies or trusts (e.g. related to you or family members)

Please advise any amount(s) owing to your company or trust by related entities: \$ _____

11. Capital / Significant changes

Please provide the details of any new shares issued (companies only).

Date issued: _____

Amount per share: \$ _____

Number Issued: _____

Were there any changes in the nature of your business during the year? If yes, please provide full details:

12. Business Use of Private Assets

Home Office

If a portion of your house is set aside exclusively for business use, you can claim a portion of the related costs as a business expense.

Area of dwelling set aside for business use: _____ m²

Total area of dwelling: _____ m²

Please supply details of house costs such as:

- Electricity;
- Gas;
- Rates;
- Insurance (house and contents);
- Repairs to office;
- Cleaning; and
- Mortgage interest or rent paid.

Use of Private Car

If you have used your personal car for business purposes, please provide the total kilometres travelled for business:

_____ km

Thank you for taking the time to complete this questionnaire