

Dear Valued Client

**Finnz Chartered Accountants – Annual Questionnaire for your completion**

Please find attached your annual questionnaire for the 2016 /2017 year.

This document plays a very important role in enabling our firm to complete your annual accounts on your behalf in a timely manner.

**It is essential that we receive pages 2 & 3 completed in full and signed back from you along with the completed annual questionnaire.**

Please take the time to review the attached forms and complete these in their entirety.

Once done either:

Post it back to

Finnz Chartered Accountants  
PO Box 17  
Te Awamutu

*or*

Scan and email to [admin@finnz.co.nz](mailto: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 Chartered Accountants

## Client Written Authority Form (IRD & ACC, Bank and Financial Institutions)

I, \_\_\_\_\_ in my capacity as an officer or as an individual listed below:

### Name of Individual/Entity

### IRD Number

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give Finnz Chartered Accountants (090-352-580) permission to act on my or the above named entity's behalf as tax agent for the following tax types:

All tax types *or*

GST

PAYE and associated tax types

Income Tax

Fringe benefit tax

**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 Chartered Accountants postal address **OR**  Continue to send to my current postal address

I understand that this written authority consents to Allan Spice linking me to the Finnz Chartered Accountants 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.

**These authorities are valid indefinitely until they are 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: \_\_\_\_\_

# RENTAL PROPERTY ANNUAL QUESTIONNAIRE

## 2016 / 2017 YEAR

Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Solicitor: \_\_\_\_\_

Email: \_\_\_\_\_ Bank Manager: \_\_\_\_\_

*Please complete all appropriate sections of the questionnaire. Please attach additional information if required.*

### Nature of Business

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

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#### 1. Changes in Business Productive assets

**No changes – please go to point 2**

#### Details of assets purchased during the year

(including Vehicles, Plant, and Land & Buildings. Office Equipment costing over \$500 GST exclusive)

Date Purchased	Description	Purchased From	Cost including GST	Trade-in details (if any)	Private Use %

**Details of any assets sold or discarded during the year**

<b>Date Sold / Discarded</b>	<b>Description</b>	<b>Price including GST</b>

If during the year you constructed an asset please provide a brief description below and a team member will request any required details:

**2. Changes in Business Investments and Loans made**

**No changes – please go to point 3**

**Loans Made by you during the year (if any)**

To: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Date: \_\_\_\_\_ Security: \_\_\_\_\_

Repayments Amount: \_\_\_\_\_ Repayments Due: \_\_\_\_\_

**Share and Bank Investments made during the year (if any) and year end balance**

<b>Date Purchased or Invested</b>	<b>Name of investee and quantity or bank</b>	<b>Amount Invested or Share Price</b>
Eg. 4/9/2016	Bnz Bank	\$10,000
OR 5/01/2017	Mighty River Power Shares - 1000	\$2.50

**Shares sold during the year (if any)**

<b>Date Purchased or Invested</b>	<b>Name of investee and quantity or bank</b>	<b>Amount Invested or Share Price</b>
31/01/2017	Mighty River Power Shares - 1000	\$2.60

**If you have a share portfolio with Craigs or another fund manager please provide a copy of the Taxation Summary**

**Rental Property – any purchase or sale – Please include a Sale and Purchase Agreement**

<b>Date Purchased or Sold</b>	<b>Address of Property</b>	<b>Amount</b>
4/10/2016	486 Alexandra Street, Te Awamutu	\$100,000

**3. Accounts Receivable**

**Money Owed to you by your customers at Balance Date.**

<b>Owed By</b>	<b>For</b>	<b>\$ Amount GST Inclusive</b>

**Please include a copy of your Debtors List (Accounts Receivable List) if you have an electronic cashbook.**

**4. Changes in Business Financing and Capital Structure**

**No changes – please go to point 5**

**Loans drawn down by you during the year (if any)**

Borrowed From: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Date: \_\_\_\_\_ Security: \_\_\_\_\_

Repayments Amount: \_\_\_\_\_ Repayments Due: \_\_\_\_\_

**New Shares issued (Companies Only)**

Date Issued : \_\_\_\_\_ Amount per share: \$ \_\_\_\_\_

Number of Shares Issued : \_\_\_\_\_

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**5. Accounts Payable**

**Accounts Payable – (Money Owed by you for Expenditure Incurred Prior to Balance Date)**

Owed To	For	\$ Amount GST Inclusive

**6. Business Income**

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

If not, please supply full details of amounts applied to:

- business expenditure
- personal expenditure
- non business or savings bank accounts.

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

If yes, please provide full details.

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**7. Motor Vehicle Expenses**

How many km's did you travel to inspect/repair the rental property? \_\_\_\_\_

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**8. Periods Property Not Available for Rent**

Were there any times the property was not available for rent? Yes / No

If yes, what dates: \_\_\_\_\_

*Thank you for taking the time to complete this questionnaire*