

Dear Valued Client

Finnz – Annual Questionnaire

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.

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)

Name	Date of Birth	Date Left Secondary School

2. Details of assets purchased or constructed during the year

Include Vehicles, Plant, and 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. Loans borrowed or given

Made by you during the year

To: _____

Amount: \$ _____

Date: _____

Security: _____

Repayments Due: _____

Made to you during the year

From: _____

Amount: \$ _____

Date: _____

Security: _____

Repayments Due: _____

5. Accounts Receivable and Accounts Payable at Balance Date (or provide separate lists)

Accounts Receivable – Money owed **to you** for stock, goods or services sold prior to your balance date

Owed By	Item or Service Sold	\$ Amount including GST

Accounts Payable – Money owed **by you** for expenses incurred prior to your balance date

Owed To	Type of Expense	\$ Amount including GST

6. Private Use of Motor Vehicles

Work out from your log book distance for each vehicle for which there is private usage

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

7. Stock on Hand at Balance Date

- (a) Livestock – please complete detailed stock sheet attached.
- (b) Wool on Hand – Number of Bales _____
Estimated value per bale \$ _____ (GST exclusive)

8. Goods Taken for Private Use

Please note that a GST adjustment is required for produce taken for private use

Provide details of farm produce taken for private use. Include age and description of any animals killed for meat. Please estimate the value of animals killed and produce taken.

Animal Type/Description	Number taken	Estimated Value

9. 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.

Thank you for taking the time to complete this questionnaire

Livestock on Hand at the end of the Financial Year

Cattle	Jersey	Friesian	Beef
Mixed Age Cows			
Rising 2 Year Heifers			
Rising 1 Year Heifers			
Breeding Bulls			
Rising 3 Year+ Steer/Bull			
Rising 2 Year Steer/Bull			
Rising 1 Year Steer/Bull			

Sheep	Number
Rising 5 Year + Ewes	
Rising 3 & 4 Year Ewes	
2 Tooth Ewes	
Ewe Hoggets	
Breeding Rams	
Mixed Age Wethers	
Wether/Ram Hoggets	

Deer	Red	Wap/Elk	Other
Mixed Age Hinds			
1st Fawning Hinds			
Rising 1 Year Hinds			
Breeding Stags			
Rising 2 Year + Stags			
Rising 1 Year Stags			

Pigs	Number
Sows over 1 Year	
Rising 1 Year Sows	
Baconers > 17 weeks	
Pigs 10-17 weeks	
Weaner Pigs < 10 weeks	
Breeding Boars	

Fibre Goats	Angora up to G3	Cashmere / Cashgora & G4
Mixed Age Does		
1st Kidding Does		
Rising 1 Year Does		
Breeding Bucks		
1-3 Year Wethers/Bucks		
Rising 1 Year Wethers/Bucks		

Dairy Goats	Number
Does over 1 Year	
Rising 1 Year Does	
Breeding Bucks	
Other Dairy Goats	