Grant Thornton

An instinct for growth™

REQUIRED FOR YEAR END 31 MARCH 2017

Your business information

Your details

Business details

Business name

Balance date

Contact details - to ensure our records are up to date, please complete the following Preferred contact method

Business phone ☐

Fax ☐

Home phone ☐

Mobile ☐

Email ☐

Website ☐

Business postal address

Business street address

Home address

Please sign the Privacy Act authorisation on page 3

Privacy Act authorisation

1 I/We authorise Grant Thornton New Zealand Ltd (Grant Thornton) and any employees or contractors of Grant Thornton to act as our tax agent with Inland Revenue on matters relating to ALL tax types. This includes authority to:
- discuss and make enquiries verbally or in writing to Inland Revenue from time to time regarding my/our tax affairs
- obtain and access information via telephone/info express, fax or online services provided by Inland Revenue.

2 I/We authorise any person or company to provide Grant Thornton with such information as Grant Thornton may require to complete the Financial Statements, and/or Tax Return, and any other work Grant Thornton carries out on behalf of myself/ourselves.

3 I/We further authorise Grant Thornton to furnish to any third party, financial information of mine/ours as Grant Thornton sees fit that is requested in furtherance of our business activities.

4 I/We further authorise that all information is true and correct and is supplied under the terms pursuant to the signed terms of engagement previously issued.

5 I/We authorise Grant Thornton to act on my/our behalf in respect of the Accident Compensation Corporation (ACC) for the purposes of querying and/or changing information on my/our ACC levy account(s) through ACC staff, and through ACC Online Services. This authority will also allow Grant Thornton's main representative discretion to delegate access to your ACC information to any member of Grant Thornton. Other delegated members of Grant Thornton will also be able to query and change information on your ACC levy account.

Signature

Business name

Name

IRD number

Designation

Date

Bank account details

Inland Revenue no longer provides the option for refunds via cheque for any tax returns submitted for future income tax years. All tax refunds will now be paid by direct credit to the designated bank account. It is crucial that the bank account details Inland Revenue currently hold for you, if any, are correct.

We would appreciate it if you could confirm your current bank account details by sending us a bank deposit slip for the relevant entities or individuals. Please note them below so we can advise Inland Revenue of these details (please let us know if these details change):

Entity name(s)

Financial statements

To assist in the preparation of your annual financial statements please complete the following.

1	Accounts receivable - amounts owing to you	Yes	No	N/A	GT use
1	Provide a list of accounts receivable at balance date indicating whether amount(s) are GST inclusive or exclusive.	☐	☐	☐	☐
2	Clearly mark any doubtful debts ie. debtors that, as at balance date, you do not believe you will be able to collect/fully collect.	☐	☐	☐	☐
	Note: Bad debts must be written off in the debtors ledger by balance date to be deductible for tax purposes.				
3	If monthly accounts receivable control records are kept, provide:	☐	☐	☐	☐
	i monthly summaries of transactions	☐	☐	☐	☐
	ii details of journal entries	☐	☐	☐	☐
2	**Inventories and work in progress**	**Yes**	**No**	**N/A**	**GT use**
1	Provide a list of inventory and work in progress on hand at balance date indicating whether amounts are GST inclusive or exclusive.	☐	☐	☐	☐
2	Include inventory sold on consignment.	☐	☐	☐	☐
3	Provide details of inventory in transit.	☐	☐	☐	☐
3	**Banking and cash details**	**Yes**	**No**	**N/A**	**GT use**
1	Do you have a computerised cashbook/accounting package?	☐	☐	☐	☐
	If no go to 3.2, if yes advise:				
	Name of package	☐	☐	☐	☐
	Version	☐	☐	☐	☐
	Password	☐	☐	☐	☐

3	Banking and cash details (continued)	Yes	No	N/A	GT use
	Provide:				
	i disk or print-out of transaction (general) ledger with year to date transactions	☐	☐	☐	☐
	ii year to date trial balance	☐	☐	☐	☐
	iii final bank reconciliation and last bank statement at balance date	☐	☐	☐	☐
	iv now go to 3.4				
2	Do you have a manual cashbook?	☐	☐	☐	☐
	If no go to 3.3, if yes provide:				
	i the cashbook	☐	☐	☐	☐
	ii the bank reconciliation at balance date	☐	☐	☐	☐
	iii the last bank statement at balance date	☐	☐	☐	☐
	iv if the cashbook has not been reconciled please provide details requested in 3.3	☐	☐	☐	☐
	v now go to 3.4				
3	If no cashbook kept, provide:				
	i bank statements for the full year	☐	☐	☐	☐
	ii cheque butts	☐	☐	☐	☐
	iii deposit books	☐	☐	☐	☐
4	Any other business bank accounts?	☐	☐	☐	☐
	If yes, provide all bank statements with supporting details for the full year as requested from question 3.1 to 3.3.	☐	☐	☐	☐
5	Petty cash - provide a summary and analysis of transactions.	☐	☐	☐	☐
6	Cash on hand - advise amount received but not banked at balance date: $				
7	Cash received during year not banked - provide a list of any income received that was not banked and details of what it was used for, eg payment of business accounts, personal expenditure, banked into another account.	☐	☐	☐	☐
8	Is there an overdraft facility?	☐	☐	☐	☐
	If yes, advise the overdraft interest rate as at balance date: _____ %				
	Details of the assets the overdraft is secured over:				

4	Accounts payable - amounts owing by you	Yes	No	N/A	GT use
1	Attach details of accounts payable at balance date indicating whether amount(s) are GST inclusive or exclusive.	☐	☐	☐	☐
2	If your supplier retains title to the goods until they are paid for, mark these items "ROT."	☐	☐	☐	☐
3	Remember to include full details of sundry amounts owing (eg wages and PAYE).	☐	☐	☐	☐
4	Holiday pay				
	i value of holiday pay owing at balance date: $	☐	☐	☐	☐
	ii value of holiday pay taken within 63 days after balance date: $	☐	☐	☐	☐

5	Goods and services tax (GST)	Yes	No	N/A	GT use
1	Provide copies of all GST returns for the year, along with your workings.	☐	☐	☐	☐

6	Fringe benefit tax (FBT)	Yes	No	N/A	GT use
1	Provide copies of all FBT returns for the year, along with your workings.	☐	☐	☐	☐

7	Property, plant and equipment	Yes	No	N/A	GT use
1	Purchased during the year - provide copies of invoices, full details of the GST inclusive cost, date of acquisition and attach details of any trade-in.	☐	☐	☐	☐

Date:	Description:	Amount:
/ /		$
/ /		$
/ /		$

	For property purchases provide:				
	i agreement for sale and purchase	☐	☐	☐	☐
	ii solicitor settlement statements	☐	☐	☐	☐
	iii valuation (if done)	☐	☐	☐	☐
	iv details of any borrowings (including a copy of the loan document if possible)	☐	☐	☐	☐

7	Property, plant and equipment (continued)	Yes	No	N/A	GT use
2	Disposed of during the year - provide details of any sales, noting dates, amounts and where the proceeds were banked:	☐	☐	☐	☐

Date:	Description:	Amount:
/ /		$
/ /		$
/ /		$

3	Assets scrapped during the year - review your latest property, plant and equipment schedule and note any items which have been scrapped, or are no longer used:	☐	☐	☐	☐

Date:	Description:	Amount:
/ /		$
/ /		$
/ /		$

4	Were all assets that were purchased, sold or traded-in included in the relevant GST returns?	☐	☐	☐	☐

8	Land and buildings	Yes	No	N/A	GT use
1	If leased				
	i when does the lease terminate?				
	ii what is the lease payment? $	☐ per month		☐ per annum	
2	If owned, provide the latest rateable or independent valuations:				
	i date	☐	☐	☐	☐
	ii land value	☐	☐	☐	☐
	iii value of improvements	☐	☐	☐	☐
	iv valuation prepared by	☐	☐	☐	☐
3	Advise whether you have entered into an agreement to buy or sell property during the year with settlement occurring after balance date. Attach details.	☐	☐	☐	☐

9	Investments	Yes	No	N/A	GT use
1	Provide full details of:				
	i all funds placed on deposit	☐	☐	☐	☐
	ii loans made by the business during the year	☐	☐	☐	☐
	iii resident withholding tax (RWT) certificates of interest received. If none have been provided by your bank, please request a copy from them	☐	☐	☐	☐
	iv any government stock or local body debentures or bonds	☐	☐	☐	☐
	v dividends received including dividends from power companies	☐	☐	☐	☐
	vi any funds in portfolio investment entities (PIEs) and the prescribed investor rate (PIR) used	☐	☐	☐	☐

10	Overseas holdings	Yes	No	N/A	GT use
1	Provide full details of any holdings in offshore entities, eg bank accounts, credit cards, superannuation schemes, unit trusts, life insurance policies, shares in overseas companies, loans to foreign entities. Note: If you have offshore investments we will need to contact you in relation to applying the foreign investment fund (FIF) rules.	☐	☐	☐	☐

11	Loans and borrowings/overdrafts	Yes	No	N/A	GT use
1	Provide closing statement or summary of activity for all business loans.	☐	☐	☐	☐
2	Provide details of how borrowings/overdrafts are secured (over what assets, etc).	☐	☐	☐	☐
3	Advise if any new borrowings this year. If yes, provide a copy of the agreements.	☐	☐	☐	☐
4	Advise full details of loans settled during the year.	☐	☐	☐	☐

12	Hire purchase/leases	Yes	No	N/A	GT use
1	Provide details of hire purchase agreements entered into during the year.	☐	☐	☐	☐
2	Provide details of hire purchases settled during the year.	☐	☐	☐	☐
3	Provide details of non-cancellable leases.	☐	☐	☐	☐

13	Rental allowance for home office and storage		Yes	No	N/A	GT use
1	Did you use part of your residence for business purposes? If yes, provide details of GST inclusive outgoings during the year:		☐	☐	☐	☐
	i home phone line rental (advise who makes the payment)	$				
	ii power/gas	$				
	iii mortgage interest (excluding principal repayments)	$				
	iv insurance: - buildings	$				
	- contents	$				
	v rates	$				
	vi water rates	$				
	vii repairs and maintenance (please provide details)	$	☐	☐	☐	☐
	viii if rented, total rent paid	$				
	ix other	$				
		$				
2	Is your house owned by a trust?		☐	☐	☐	☐
3	If you have not claimed before, provide:					
	i original purchase price of home including legal fees and date of acquisition		☐	☐	☐	☐
	ii cost of additions since purchase and dates of additions		☐	☐	☐	☐
	iii government or independent valuation nearest purchase date showing split between:		☐	☐	☐	☐
	Land value: $	Value of improvements: $				
	iv type of construction eg wooden, brick, stucco		☐	☐	☐	☐
	v area of room in house used as an office		☐	☐	☐	☐
	vi area of garage used for business		☐	☐	☐	☐
	vii total area of house (excluding garage)		☐	☐	☐	☐
	viii total area of garage		☐	☐	☐	☐
4	If you have changed homes during the year, advise the above details separately for each and the date you shifted.		☐	☐	☐	☐
5	If you commenced or ceased renting during the year, provide details of the dates.		☐	☐	☐	☐

14	Shareholder/proprietor adjustments	Yes	No	N/A	GT use
1	Business accounts paid personally - provide a full list (GST inclusive).	☐	☐	☐	☐
2	Vehicles for private use (self employed only) - provide details of the percentage of private use of vehicles as supported by your log book.	☐	☐	☐	☐
3	Goods or services (including stock) taken for own use - provide details of all goods and services taken for personal use, including value at cost.	☐	☐	☐	☐
4	Goods or services (including stock) supplied to shareholders or employees for less than market value? Provide details:	☐	☐	☐	☐

15	Wage records and ACC	Yes	No	N/A	GT use
1	Please provide us with your ACC number:				
2	We need to reconcile your wage records to your financial statements. Provide the following:				
	i IR345 – employer deductions	☐	☐	☐	☐
	ii IR348 – employer monthly schedules for the financial year to balance date	☐	☐	☐	☐
3	Provide copies of all Accident Compensation Corporation invoices issued to you by the ACC during the year.	☐	☐	☐	☐

16	Look through company (LTC)				
	If the company is an LTC, please provide details of any debt security in place including the name of the party or parties securing the debt, what debt has been secured and the type of security in place. We need this information to determine the extent of the LTC losses claimable under the new LTC rules.	☐	☐	☐	☐

17	Other information	Yes	No	N/A	GT use
1	Legal expenses - provide copies of solicitors' settlement statements and invoices for all legal transactions.	☐	☐	☐	☐
2	Dividend or interest RWT/NRWT paid - if you have paid resident and/or non-resident withholding tax, provide copies of the following:	☐	☐	☐	☐
	i IR15 - RWT certificate	☐	☐	☐	☐
	ii IR15P – RWT payment slip	☐	☐	☐	☐
	iii IR15S – RWT reconciliation	☐	☐	☐	☐

17	Other information (continued)	Yes	No	N/A	GT use
	iv IR67 - NRWT certificate	☐	☐	☐	☐
	v IR67P – NRWT payment slip	☐	☐	☐	☐
	vi IR67S – NRWT reconciliation	☐	☐	☐	☐
	vii IR4K – dividend RWT payment slip	☐	☐	☐	☐
3	Entertainment expenses - most entertainment expenses are restricted to 50% deductibility for tax purposes. However, some are still fully deductible or qualify for a partial exemption eg overseas expenditure on entertainment, business travel expenditure. Provide full details:	☐	☐	☐	☐
4	Did you make any payments to non-residents? For example, an offshore insurance company, royalty payments, dividends, interest, contract payments for services to non residents, rental of overseas equipment. Advise full details:	☐	☐	☐	☐
5	Have any employees been working overseas for the business during the year? Has the business had offshore employees working in New Zealand during the year? If yes, give brief details:	☐	☐	☐	☐
6	i has there been any change in the nature of your business since last balance date?	☐	☐	☐	☐
	ii are there any material events subsequent to balance date?	☐	☐	☐	☐
	if yes, list brief details of changes or events:				
7	Are there any contingent liabilities (a possible obligation arising from events before balance date?) If yes, advise:	☐	☐	☐	☐
8	Have directors meetings been held during the year? If yes, state in which country they where held if not New Zealand:	☐	☐	☐	☐
9	If a company, has there been any change in the shareholding?	☐	☐	☐	☐
	If yes, provide details of who the new shareholders are, who the old shareholder was, number of shares and the date change:				

18	Notes – please provide any other information you consider relevant

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