

**REQUIRED FOR YEAR END 31 MARCH 2023** 

## Your trust information



## Your details

Trust details	
Trust name	
Contact details - to ensure our records are up to date, please complete the following	Preferred contact method
Trust phone	
Fax	
Home phone	
Mobile	
	_
Email	
Website	
Trust postal address	
Trust 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 (except child support). This includes authority to:
  - discuss and make enquiries verbally or in writing to Inland Revenue from time to time regarding my/our tax
  - 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.
- 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.

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### 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

Indicate whether the trust had income from the following sources and attach relevant documentation (eg, dividend and interest certificates, portfolio reports etc).

1	Interest (New Zealand)		Yes	No	N/A	GT use
1	Did you receive any New Zealand interest during the year? If yes, attach tax (RWT) certificates and detail sources below. Please note that banks of certificates for interest received over \$50. However, you are required to a interest income and therefore you should request certificates from your both of how much interest is earned.					
	Name of bank	Inland Revenue				
	Name of bank	Investment portfolios				
	Name of bank	Government or local	oody stock			
	Name of bank	Other - name				
2	Portfolio investment entities (PIEs)		Yes	No	N/A	GT use
1	Did the trust have any investments in PIEs? If yes, attach any investment schedules received for the year including details of the prescribed invest					
3	Dividends (New Zealand)		Yes	No	N/A	GT use
1	Did the trust receive any New Zealand sourced dividends during the year dividend statements and detail sources below:	r? If yes, attach				
	Company name(s)					

3	Dividends (New Zealand) continued		Yes	No	N/A	GT use
2	Did the trust purchase or sell any shares during the year? If yes, provide	e details:				
4	Estate or trust income		Yes	No	N/A	GT use
1	Did the trust receive income from an estate or another trust? If yes, provincluding:	ide full details				
	Name	IRD number				
	Type of income	Amounts				
5	Partnership		Yes	No	N/A	GT use
1	Did the trust receive income from a partnership? If yes, provide full deta	ils including:				
	Name	IRD number				
	Type of income	Amounts				
6	Overseas income		Yes	No	N/A	GT use
1	Did the trust receive income from the following sources? Specify current receipt if not in \$NZ.	cy and date of				
	i overseas interest or dividends - attach interest/dividend statements					
	Name	Advise principal in	nvested overseas	S		
	ii other overseas income - provide details of any other income from a	overseas:				
2	Attach statements showing movements in the investments during the ye	ar.				

6	Overseas income (continued)	Yes	No	N/A	GT use
3	Provide full details of any interest 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 the trust has offshore investments we will need to contact you in relation to applying the foreign investment fund (FIF) rules.				
7	Rental income	Yes	No	N/A	GT use
1	Did the trust receive any rental income this year?				
2	Does the trust put this income and expenditure through a trust bank account? If yes, ensure question 9 onwards is completed.				
3	Please provide the address of the property/properties:				
4	Attach details of rents received and expenses incurred (eg mortgage interest, rates,				
5	If the trust commenced or ceased renting during the year, provide details of the dates. If possible, provide copies of the latest government or independent valuation(s).				
6	If trustees/beneficiaries are leasing trust property, has a tenancy agreement been completed and signed?				
8	Business income	Yes	No	N/A	GT use
1	Did the trust receive any business income during the year? If yes, please ensure from question 9 onwards is completed. If no, go to question 20.				
9	Accounts receivable - amounts owing to the trust	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.				
10	Accounts payable - amounts owing by the trust	Yes	No	N/A	GT use
1	Provide details of accounts payable at balance date, indicating whether amount(s) are GST inclusive or exclusive.				
	Note: Remember to include full details of sundry amounts owing (eg wages and PAYE).				
	note. Remember to include full details of surfacy amounts owing leg wages and PAZE).				

11	Banking and cash details	Yes	No	N/A	GT use
1	Does the trust have a computerised cashbook? If no, go to 11.2 If yes, 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				
	iv password (if any)				
	v now go to 11.4				
2	Does the trust have a manual cashbook? If no go to 11.3. If yes, provide:				
	i the cashbook				
	ii the bank reconciliation				
	iii the last bank statement				
	iv if the cashbook has not been reconciled, please provide the details requested in 11.3				
	v now go to 11.4				
3	If no cashbook kept, provide:				
	i bank statements for the full year				
	ii deposit books				
4	Any other business bank accounts? Provide all bank statements with supporting details for the full year.				
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.				

12	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.				
13	Loans and borrowings/overdrafts	Yes	No	N/A	Gt use
1	Provide closing statement or summary of activity for all business or rental activity loans.				
2	Provide details of how borrowings/overdrafts are secured (over what assets, etc).				
3	Advise of any new borrowings this year. If yes, provide a copy of the agreements.				
4	Advise full details of loans settled during the year.				
14	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.				

15	Rental allowance for home office and storage	Yes	No	N/A	GT use
1	Was part of a residence used for business purposes? If yes, provide details of:				
	i whose residence eg settlor, beneficiary				
	ii GST inclusive outgoings during the year:				
	- home phone line rental - who makes the payment?				
	- power/gas \$				
	- insurance: - buildings \$				
	- contents \$				
	- rates \$				
	- water rates \$				
	- repairs and maintenance (please provide details)				
	- if rented, total rent paid \$				
	- other \$				
2	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 \$				
	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				
3	If you have changed homes during the year, advise the above details separately for each, and the date of move.				
4	If you commenced or ceased renting during the year, provide details of the dates.				

16	Property, plant and equipment		Yes	No	N/A	GT use
1						
	Date:	Description:			Amount:	
				\$		
				\$		
	/ /			\$		
	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.    Description:					
	For property purchases provide:					
	i agreement for sale and purchase					
	ii solicitor settlement statement					
	iii valuation (if done)					
	iv Details of any borrowings (including	a copy of the loan document if possible)				
2	Disposed of during the year - provide d the proceeds were banked:	etails of assets sold noting dates, amounts and where				
	Date:	Description:			Amount:	
				\$		
				\$		
				\$		
3						
	Date:	Description:			Amount:	
				\$		
				\$		
				\$		

17	Wage records/ACC	Yes	No	N/A	GT use
1	Please provide us with your ACC number:				
2	We need to reconcile the financial statements to the wages records. 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.				
18	Settlement/beneficiary adjustments	Yes	No	N/A	GT use
1	Business related accounts paid personally - provide a full list (GST inclusive).				
2	Vehicles for private use.				
	i provide details of the percentage of private use of vehicles used for business or rental activity purposes as supported by a log book				
or	ii kilometres travelled in relation to business or rental activity as supported by a log book				
3	Goods taken for own use - provide details of all goods taken for personal use. Value at cost:				
19	Inventory 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 amount(s) are GST inclusive or exclusive.				
2	Include inventory sold on consignment.				
3	Provide details of inventory in transit.				

20	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				
	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 business travel expenditure. Provide full details.				
ц	Did you make any payments to non-residents? Eg, offshore insurance company, royalty payments, dividends, interest, contract payments for services to non-residents, rental of overseas equipment. Advise full details.				
5	Is the trust property occupied by:				
	i a beneficiary?				
	ii the settlor?				
	iii a relative of a trustee?				
	iv if yes, do they pay rent? And;				
	v is the property used in the production of income by them?				
6	Did the settlor or beneficiaries pay any expenses or items of a capital nature relating to the trust? If yes, complete question 16 on page 11.				

21	Other income	Yes	No	N/A	GT use
1	Did the trust receive any other income during the year eg sale of land and/o of shares or securities; cash jobs; tips. If yes, provide full details.	or building; sale			
22	Income/loss from look through company (LTC)	Yes	No	N/A	GT use
1	Was the trust allocated income/loss from an LTC?				
	Name				
	IRD number of LTC Am	nount of income/loss			
23	Expense against income	Yes	No	N/A	GT use
1	If not claimed elsewhere, the trust may claim expenses incurred eg commiss deductible trustee charges, accounting fees, etc. Provide full details.	ion on interest,			
24	Losses brought forward	Yes	No	N/A	GT use
1	Are there any claimable losses brought forward from previous years?				
25	Changes in income for the 2022/2023 year	Yes	No	N/A	GT use
1	Has the trust income changed/or will it be likely to change for the coming you particularly relevant for provisional tax-payers.	ear? This is			
26	Gifting	Yes	No	N/A	GT use
1	Has there been any gifting during the year? If yes, provide a copy of the de documentation supporting the gift in the absence of a deed of gift.	ed of gift or any			
27	Sundry	Yes	No	N/A	GT use
1	Did the trust purchase or sell any government or local body stock or corpord year? If yes, provide documentation.	ate bonds this			
2	Have all the trust assets been insured in the trustees' names as joint owners'	?			
3	Has the settlor completed a memorandum of wishes?				
4	Has a lease for life been entered into? If yes, provide a copy.				
5	Has there been any change in trustees during the year?				
6	Have any beneficiaries or trustees become non-residents? If yes, provide de 28.	tails in question			
7	Have the trustees signed any legal documents on behalf of the trust? If yes in question number 28.	, provide details			

27	Sundry (continued)	Yes	No	N/A	GT use
8	Please advise dates of birth for any beneficiaries under the age of 16 as at balance date.				
9	Did the settlor make any advances to the trust during the year? Provide details of dates and amounts.				
10	Have any trustee minutes or resolutions been prepared during the year? If yes, provide copies.				
11	Has there been any change in the purpose or activities of the trust since last balance date?				
	Are there any material events subsequent to balance date? If yes, list brief details of changes or events:				
12	Are there any contingent liabilities (a possible obligation arising from events before balance date)? If yes, provide details.				
28	Residential property	Yes	No	N/A	GT use
1	Have you acquired or disposed of any residential property during the year?				
2	If yes, please provide:				
	i A copy of the Sale and Purchase Agreement				
	ii A copy of the Settlement Statement				

# Additional trust reporting requirements from 1 April 2021

For this financial year onward, IRD requires additional information to be disclosed in most trust income tax returns except for:

- Non-active Trusts (certain criteria apply)
- Foreign Trusts
- Charitable Trusts
- Eligible Maori Authorities
- Widely Held Superannuation Funds
- Employee Share Schemes; or
- Debt Funding Special Purpose Vehicles

For all other trusts, you need to disclose the following information in this form for the year ended 31 March 2023:

- Settlors and settlements
- · Powers of appointment
- · Beneficiaries and distributions

If this information isn't provided, the completion of your trust income tax return could be delayed and/or additional costs to complete the return may be incurred.

29	Settlors and settlements		Yes	No	N/A	GT use		
	Has any person made a settlement on the trust prior to <b>1 Apr</b> any assets or cash gifted to a trust <u>at any time</u> since it was finarket value consideration provided; for example, a loan bad. This may also include forgiveness of any debt undertaken in to a trust for no payment (other than incidental services). De been made by people who <u>are not</u> the named settlor, trustee should also be provided in the next question below.	the past, or providing services semed settlements may also have						
2	If you answered 'yes' to Q29.1, please provide the following details. The dollar value of the settlement is not required for settlements made on a trust prior to 31 March 2021. If more than 10 settlements were made, please contact your Grant Thornton advisor.  Settlement 1:							
	Full name of name	Date of birth for individuals (or commencement date for non-individuals e.g. trustee companies)						
	Full name of person making settlement		•					
	•		•					
	making settlement	date for non-individuals e. Tax jurisdiction	•					
	making settlement  IRD number	date for non-individuals e. Tax jurisdiction	g. trustee c	ompanies)				

29	Settlors and settlements (continued)		Yes	No	N/A	GT use
	Settlement 3:					
	Full name of person making settlement	Date of birth for individua date for non-individuals e.	•			
	IRD number	Tax jurisdiction (place of tax residency)				
	Settlement 4:					
	Full name of person making settlement	Date of birth for individua date for non-individuals e.				
	IRD number	Tax jurisdiction (place of tax residency)				
	Settlement 5:					
	Full name of person making settlement	Date of birth for individua date for non-individuals e.				
	IRD number	Tax jurisdiction (place of tax residency)				
	Settlement 6:					
	Full name of person making settlement	Date of birth for individua date for non-individuals e.	•			
	IRD number	Tax jurisdiction (place of tax residency)				
3	Has any person made a settlement on the trust in the financial year emarch 2023? This may also include people who have made settleme are not the named settlor, trustee or beneficiary. Their details should a more than two settlements were made, please contact your Grant That	nts on a trust, who also be provided below. If				
	Settlement 1:					
	Full name of person making settlement	Date of birth for individua date for non-individuals e.				
	IRD number	Tax jurisdiction (place of tax residency)				
	Nature of settlement	Market value of settlement	: \$			
	Settlement 2:					
	Full name of person making settlement	Date of birth for individua date for non-individuals e.	•			
	IRD number	Tax jurisdiction (place of tax residency)				
	Nature of settlement	Market value of settlement	: \$			

30	Powers of appointment		Yes	No	N/A	GT use
1	Have there been any Deed Variations prepared subsequent to the original alter the persons who have the power to appoint or remove a trustee. beneficiary of your trust, or to amend the trust deed (the 'Appointors') power may be held by other persons in some cases such as the settloconfirm who has these powers.	to add or remove a   in a trust deed? This				
2	If you answered 'yes' to Q31.1, please provide a copy of the deeds of variations along with the following details. If there are more than two appointors for your trust, contact your Grant Thornton advisor.					
	Appointor 1:					
	Full name of Appointor	Date of birth for individuals date for non-individuals e.g	•			
	IRD number	Tax jurisdiction (place of tax residency)				
	Appointor 2:					
	Full name of Appointor	Date of birth for individuals date for non-individuals e.g	•			
	IRD number	Tax jurisdiction (place of tax residency)				
31	Beneficiaries and distributions		Yes	No	N/A	GT use
1	Have any distributions been made to beneficiaries in the last financia on or after <b>31 March 202</b> 3?	l year ended				
	This may include paying expenses for a beneficiary, allowing them fre for less than market value, transferring ownership of trust property to value or forgiving a debt owed by a beneficiary.					
	If a benefit has been provided to someone who is not a named or app benefit does not need to be disclosed.	ointed beneficiary, this				
2	If you answered 'yes' to Q31.1, please provide the following details. If n Thornton advisor.	nore than two distributions ha	ve been ma	de, please co	ontact your	Grant
	Distribution 1:					
	Full name of beneficiary	Date of birth for individuals date for non-individuals e.g	•			
	IRD number	Tax jurisdiction (place of tax residency)				
	Nature of distribution					
	Nature of distribution  Distribution 2:					
		Date of birth for individuals date for non-individuals e.g	•			
	Distribution 2: Full name of		•			

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