

Individual / Rental / Small Business Questionnaire Balance Date / / .

Ensure this questionnaire is completed, signed and included with your records

Client Name:

To: ExpertEase Limited

Annual Engagement

I/We _____ (**client name**) hereby instruct you to prepare my/our Financial Statements and Taxation Returns for the year/period ending ____ / ____ / ____, including the IR3 individual tax returns.

I/We undertake to supply all information necessary to carry out such services and will be responsible for the accuracy and completeness of such information. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the financial statements in so far as third parties are concerned, or in the fulfilling of any statutory audit requirements. You are hereby authorised to communicate with my/our bankers, solicitors, finance companies, dairy companies, suppliers and all government agencies to obtain such information as you require in order to carry out the above assignments.

Accident Compensation Corporation: I/We authorise your organisation to act as my/our agent for ACC levy purposes for all associated entities. This authorisation allows your organisation to query and change information on my/our ACC levy account(s) through ACC staff, and through ACC Online Services.

You are hereby specifically authorised to sign my/our Inland Revenue returns on my/our behalf if required. These authorities are to continue until further notice by either party.

Financial Statements prepared by us will carry the following disclaimer:

We have compiled the financial information based on information provided to us which has not been subject to an audit or review engagement.

Accordingly, neither I nor any of my employees accept any responsibility for the reliability, accuracy or completeness of the compiled financial information nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on the compiled financial information.

Signature _____

Date _____

Records Required	<input type="checkbox"/>	Comments
Wages/National Superannuation/Benefits/ Student Loan		
Please provide us with the names of any organisations you have received the following from: * Wages * ACC payments * National Superannuation * Any other benefits * Do you have a student Loan? In most cases IRD will have sent us these details direct, however we do need to check all details have been included.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Change in business activity		
Has there been a change in business activity or something else we need to be aware of in preparing your accounts this year?	<input type="checkbox"/>	
Interest and Dividends		
<ul style="list-style-type: none"> ▪ For interest received, you should have an annual advice from the bank showing the withholding tax deducted. (RWT certificate) ▪ If any dividends are taken as bonus shares, also include these advice slips 	<input type="checkbox"/> <input type="checkbox"/>	
Thank you for completing this questionnaire. Please do not forget to sign it and send with all required information.		

Business Income		<input type="checkbox"/>	
Please supply invoices, statements and details of the following, if you've received income from business activity			
<ul style="list-style-type: none"> • Details/ Invoices of Income and Expenses • Loan and Bank statements • GST, PAYE and FBT returns and workpapers • Schedule of Accounts receivable (Debtors) and Payable (creditors) • Stock on Hand • Cash on Hand • Legal fees • Invoices for any Assets Purchased over \$1000 • Details of assets scrapped, stolen or lost • Lease and Hire purchase agreements • Details of goods taken for private use • Details of expenses or deposits paid from or to a personal account or received in cash. 			
Rental and Leased Property			
Please provide details of all rental income and expenses including bank and lending details.		<input type="checkbox"/>	
Motor Vehicles (if not subject to FBT)		Home Office Expenses	
The proportion of motor vehicle business use as established in your vehicle log book(s) is/are:		If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:	
Vehicle Description: _____ Business _____ km Total _____ km Percentage Business _____ % Vehicle Description: _____ Business _____ km Total _____ km Percentage Business _____ %		Power \$ _____ Business Area _____ Insurance (Building only) \$ _____ M _____ Interest (House Mortgage) \$ _____ Rates \$ _____ Total Area Repairs & Maintenance \$ _____ M _____ Other \$ _____ Total \$ _____	
Please note that a detailed and accurate log book must be completed for a three month period every three years or vehicle expense claims will be limited to a maximum of 25% of expenses incurred.			
Distributions from Partnerships, Trusts, Estates and Companies			
Please supply details of income received.		<input type="checkbox"/>	
Overseas			
Include overseas interest, dividends, wages received and taxation paid. Note: New Zealand residents are liable for tax on all world-wide income.		<input type="checkbox"/>	
Please attach all of your investments advisor's reports. This information is required so we can calculate if any income needs to be declared under the FIF (Foreign Investment Fund) rules.			
Any Other Income/investments			
Attach details		<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Income Replacement Insurance Policy – provide details of premiums and claims ▪ Look Through Company – if you have been allocated a share of a loss other than from a company that we are aware of, please provide details ▪ Any investment portfolios e.g. Craigs; Sharesies; JB Were; ▪ CRYPTO CURRENCY: e.g. Bitcoin (BTC);Ethereum (ETH); XRP, NFT's 			
Donations			
Do you want us to complete your rebate claim form? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Did you make any donations via payroll giving in the year? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If so, please attach receipts.			