

**2023/2024 Financial Year**

01/04/2023 – 31/03/2024

# Client Information Questionnaire

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Required for the preparation of unaudited Financial Statements and Taxation Returns

## Contact Information

|                                              |                                                                                                                 |                             |                           |
|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-----------------------------|---------------------------|
| Name of Client                               |                                                                                                                 |                             |                           |
| Address                                      |                                                                                                                 |                             |                           |
| Balance Date                                 |                                                                                                                 |                             |                           |
| Contact Number                               | Business <input type="text"/>                                                                                   | Mobile <input type="text"/> | Home <input type="text"/> |
| Email                                        |                                                                                                                 |                             |                           |
| GST                                          | If we do your GST Returns for you, the shaded questions in this questionnaire <b>do not</b> need to be answered |                             |                           |
| When you would like your accounts completed? |                                                                                                                 |                             |                           |

## Records Required

- Full details of all payments made through bank accounts, unless coded in Banklink or Xero. Suppliers' statements and invoices should be available if required.
- Bank statements for the year for all Bank and Stock Agents Accounts. If you are on Banklink or Xero, we only require bank statements showing account balance as at 31/03/2024.
- Receipt books and bank deposit books for the year. \* Positively identify all deposits that are not usual income, eg Private insurance claim. (Unless on Banklink or Xero)
- Day Book for details of cash sales NOT banked
- Copies of invoices from ACC and statements
- Loan Summary for the year, advising interest for the year and balance as at 31st March 2024  
Please note: All records are to be kept for 7 years after the completion of the income tax year.

## Information Required

|                                                                                                                       |                      |                                                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| Cash on hand                                                                                                          |                      |                                                                                                                                                  |
| Cash on hand should include cash floats and cash sales prior to balance date, but not banked until after balance date |                      | \$ <input type="text"/>                                                                                                                          |
| Accounts owing to you – Accounts Receivable <small>(unless already in XERO)</small>                                   |                      |                                                                                                                                                  |
| Last banking date                                                                                                     | <input type="text"/> | to record amounts credited off Receivables ledger before balance date and banked after the above date. Please advise whether amounts include GST |
|                                                                                                                       |                      | \$ <input type="text"/>                                                                                                                          |
| Money owed to you by whom                                                                                             | Details              | \$                                                                                                                                               |
| <input type="text"/>                                                                                                  | <input type="text"/> | <input type="text"/>                                                                                                                             |
| <input type="text"/>                                                                                                  | <input type="text"/> | <input type="text"/>                                                                                                                             |
| <input type="text"/>                                                                                                  | <input type="text"/> | <input type="text"/>                                                                                                                             |

| Work in progress                                      | Should include: |    |
|-------------------------------------------------------|-----------------|----|
| Labour cost                                           |                 | \$ |
| Value at cost, market or replacement exclusive of GST |                 | \$ |
| Overhead content                                      |                 | \$ |
| Material cost                                         |                 | \$ |

**Stock on hand**

Stock should be taken at balance date and adequate records should be retained to substantiate this figure. It should be valued at the lower of cost or replacement cost. (Use green sheet for livestock)  
 Please value stock **exclusive of GST** and confirm that you have done it.  
 There is a concession from the Inland Revenue Department to all retailers whose turnover is less than \$1.3m and estimated value of stock less than \$10,000 – please refer to Greg Hay, Rob Willems or Michael Hanna

\$

**Fixed Assets**

Please provide details of fixed assets purchased or sold during the year including motor vehicles, trade-ins and hire-purchase contracts and all receipts. Also supply GST details - GST is payable on sale of all business assets. \*Please include lawyers statement and agreement re any property transactions.

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The Low Value Asset threshold is \$1000 + GST. Please check the previous year's depreciation schedule for any assets scrapped or sold previously. Current Value Fixed Assets - supply changes in value

**Deferred Settlements**

If you have purchased or sold property with a settlement date exceeding 63 days after the contract was signed, it is important to provide us with a copy of the agreement because of the complicated taxation procedures.

**Accounts Owning by you – Accounts payable**

Please list all accounts owing by you at Balance Date or supply a separate schedule. (unless already in XERO)  
 Indicate whether GST is included or excluded in each individual account.

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| To whom | Details or Code Numbers | \$ |
|---------|-------------------------|----|
|         |                         |    |
|         |                         |    |
|         |                         |    |
|         |                         |    |



**Payments Received in Advance**

Contract Progress payments received  
Deposits received for fees not earned

Deposits received for gift vouchers and lay-by's  
Deposits received for stock not supplied

\$

Please provide details on a separate page

# General Information

**1** Have you more than one bank account which is used for business banking?  
(If yes, please also supply statements, details of payments and deposits) Yes  No

**2** Were all takings banked into your business trading bank account?  
(If no, enter the amounts not banked but used) Yes  No

for personal expenditure \$

for business expenditure \$

lodged into other bank accounts (if significant these should be detailed on a separate schedule) \$

**3** The value of goods taken for private use at their cost price  
(Stale goods may be of no value) \$

Has GST been paid on above? If no, discuss the adjustments which should be made. Yes  No

**4** The percentage of motor vehicle running costs paid by the business, but which relate to personal use. (Log Books should be kept for 3 months every 3 years.)  
(If there is no Log Book a maximum of 25% only can be claimed as a business expense.)  
If non commercial vehicles are owned by your company, no adjustment for private use is necessary but FBT must be paid quarterly or annually if the car is available for private use. %

**5** Please supply details of private telephone accounts as 50% of rental can be claimed.

**6** Please submit Solicitor's Statements relating to any legal transactions during the year. (Sale or purchase of a Business or Property.)

**7** Has the nature of your business changed in any way during the last 12 months?  
If yes, please provide details Yes  No

**8** Details of business expenses paid privately and not recovered from the business account, eg newspapers, parking fees, cash purchases etc

| Details              | \$                   |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |

I have attached a separate schedule Yes  No

**9** Entertainment expenses for clients (eg. food & drinks, holiday accommodation, corporate box etc) 50% of GST inclusive amount can be claimed where business related. \$



### Travel Expenses

Business travel expenses in NZ are fully deductible. Overseas travel may be so please discuss with us. If you use a company car, no FBT is payable while you are away on business.

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### Wages

Wages reconciliation. The ACC will assess you for Employer Levy from the PAYE information supplied to IRD. Please advise the total gross wages you have paid for year  
Note: Drawings are not wages and should be coded as 550/01 or 02.

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### ACC

Earners Premium on Shareholder salaries is a personal expense and is not eligible for a GST input tax credit. Please supply us with copies of ACC invoices and statements, including ACC Cover Plus extra monies.

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## Family Information

### Family Home

If you use your home as business or office premises please supply:

Area of home used for business purposes

%

Total Rates Paid

\$

Insurance

\$

Repairs (actual cost)

\$

Home Heating and Power

\$

Mortgage Interest or Rental Payments

\$

### Family

Supply the number of hours spent during the year by your spouse/partner and your children, working in your business.



### Working for Family Tax Credits

Please record the name, birth dates and IRD numbers of all children who are under 19 years of age and are still at school.(if not previously supplied) Was there an addition to the family during the year?  
Please advise any change in family circumstances eg separation, shared custody etc. Please advise whether you have applied for or received family support during the year and if you pay or receive Child Support.

| Name | IRD Number | Attend School |    | Brith Date | Date Left School |
|------|------------|---------------|----|------------|------------------|
|      |            | Yes           | No |            |                  |
|      |            |               |    |            |                  |
|      |            |               |    |            |                  |
|      |            |               |    |            |                  |
|      |            |               |    |            |                  |

Please supply details of Child Support paid or received, if any

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Further information eg. date of separation, shared custody arrangements.

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### Working for Families Tax Credit

Please advise all others sources of 'Family Income' below:

|                                                                                                                                                                                                    |    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| Child Support received (if any) or paid                                                                                                                                                            | \$ |
| PIE Income – excluding superannuation funds or a retirement savings scheme and all other personal interest and dividends.                                                                          | \$ |
| Income of Non-Resident Spouse – Worldwide income                                                                                                                                                   | \$ |
| Tax Exempt Salary/Wages – Under specific intl agreements eg UN                                                                                                                                     | \$ |
| Main Income Equalisation Scheme deposits                                                                                                                                                           | \$ |
| Other Payments – received from any person or entity and used for the family day-to-day living expenses. This is only included if the total amount exceeds \$5000 per family. Eg. Gifts from family | \$ |
| Child's passive income                                                                                                                                                                             | \$ |
| Certain Pensions and Annuities – includes 50% of payments from life insurance policies or a superannuation fund (excl NZ Super)                                                                    | \$ |
| Total of other 'Family Income'                                                                                                                                                                     | \$ |

As your tax agent, we will have received from the Inland Revenue Department your PAYE personal tax summaries. Please supply rental income and expenses (if applicable), ie rates, insurance, interest, repairs and maintenance etc. Please supply any income received from trusts, estates or partnerships. Please supply tax deduction certificates for interest and dividends received by all members of your family. **Watch for interest received on funds advanced to buy a property or interest received on a temporary investment after settlement.** Please supply invoices for Income Protection policies.



## New Investments

Please supply details of new investments such as shares, loans etc or sale of any investments, unless clearly shown on cheque butts or deposit books.

## Donations Rebate IR526

Receipts for donations are required and filed with Inland Revenue Department separately. You can claim all registered donations as long as the total donations do not exceed your taxable income. Receipts in name of wife may be deducted by husband or vice versa. Children can claim too if receipts are in their name(s).

## Student Loans

Does any family member have a student loan? If so please list below:

Yes

No

| Name | Details | \$ |
|------|---------|----|
|      |         |    |
|      |         |    |
|      |         |    |

## Mixed Use Assets – Holiday Homes

Special rules apply to holiday homes rented out for part of the year and used privately during the year. If total rental is less than \$4,000, the asset can be considered to be held on private account. No rental is returned and no expenses are claimable.

|   |                                                               |    |
|---|---------------------------------------------------------------|----|
| 1 | Number of days rented out at market value                     | \$ |
| 2 | Number of days rented out to family members or used privately | \$ |
| 3 | Number of days rented out at less than 80% of market value    | \$ |
| 4 | Number of days property was vacant                            | \$ |
| 5 | Rateable value                                                | \$ |
| 6 | Number of days visited for repairs on the property            | \$ |

## Offshore Investments

Please supply all transactions showing quantity and value of buys, sells for all off-shore investments.  
Cost price (market value) of all off-shore investments held at last years balance date (eg 31st March 2024)  
Also market value of off-shore investments as at this years balance date. (eg.31/03/2024)  
Details of all dividends and interest.

## Changes to Shareholding, Trustees, Directorships

If you or a solicitor has made changes then we need to be advised the details of such changes.



## Insurance Payouts

Please include all details of any insurance related payouts if they affect your business.

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## Covid-19 Wage Subsidy/Leave Subsidy

Please advise if you applied for the wage or leave subsidy. Details of application/funding received

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## Provisional Tax

Ratio Option – Provisional Tax and Ratio percentage calculation (please advise if you want to apply for the ratio option)

If your terminal tax is between \$5,000 and \$150,000 you can apply to use the ratio option for calculating your provisional tax. Application needs to be received by Inland Revenue prior to the start of the financial year you want it to apply to and should include total asset sales. In most cases this will be 31st March 2024 for it to apply to the 2024 financial year.

Once the application is accepted, Inland Revenue will issue a letter confirming the percentage to use for calculating your provisional tax. This percentage will also be preprinted on your GST return form or your MYIR online return. Provisional tax can then be calculated every two months and paid along with your GST (which will save making additional payments specifically for Provisional Tax).

The GST return clearly shows how to calculate the Provisional Tax under the Ratio Option in a step by step process. The Provisional Tax is calculated using the GST taxable supplies, which helps with income flows as opposed to the other options, which are based on the previous years income.

## Authorisation

I/We hereby authorise H P Hanna Ltd to obtain any of our personal information from the Inland Revenue Department, any Bank, creditor or financial institution that may be required to complete our Financial Statements and Taxation returns.

Yes

No

I/We also authorise our H P Hanna Ltd to act as my/our agent for ACC levy purposes for all associated entities. This authorisation allows H P Hanna Ltd to query and change information on my/our ACC levy account(s) through ACC staff, and through ACC Online Services. This authority will also allow your manager discretion to delegate access to your ACC information to other members of H P Hanna Ltd. Other delegated members of H P Hanna Ltd will also be able to query and change information on your ACC levy account.

Yes

No

## Audit Insurance

H P Hanna Ltd can offer you the option of Audit Shield – Accountancy Insurance to cover you against the cost of any random IRD audits, reviews and investigations. A once yearly premium will cover you for 100% coverage of our fees for responding to audit reviews up to an agreed limit. The policy is underwritten by VERO.

I am interested in finding out more information about Audit Shield

Yes

No

## Client(s) Signature(s)

|  |      |
|--|------|
|  | Date |
|  | Date |

