

2024/2025 Financial Year 01/04/2024 – 31/03/2025

Client Information Questionnaire

Required for the preparation of unaudited
Financial Statements & Taxation Returns.



Contact Information

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

Records Required

- 1 Full details of all payments made through bank accounts, unless coded in Banklink or Xero. Suppliers' statements and invoices should be available if required.
- 2 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 31/03/2025.
- 3 Receipt books and bank deposit books for the year. * Positively identify all deposits that are not usual income, eg Private insurance claim. (Unless on MYOB or Xero)
- 4 Day Book for details of cash sales NOT banked
- 5 Copies of invoices from ACC and statements
- 6 Loan Summary for the year, advising interest for the year and balance as at 31st March 2025
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 or Rob Willems

\$

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.

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.

\$

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.

\$

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.

\$

ACC

Earnar 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.

\$

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

\$

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

Working for Families Tax Credit

[Please click here to complete an IR215 for different income sources](#)

Total of other 'Family Income'

\$

Other Income & Expense Information

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.

Crypto Assets: Please provide any information about any Crypto purchases and sales during the year.

Trade Rebates provided as Gift Cards or Products: Please provide us with any trade rebates received during the year.



New Investments

Please supply details of new investments such as shares, loans etc or sale of any investments, unless clearly on bank statements 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 one partner may be deducted by the other. 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 (or market value) of all off-shore investments held at last years balance date (eg 31st March 2025)
Also market value of off-shore investments as at this years balance date. (eg.31/03/2025)
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.

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

HP 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

