



**Client Information Form**

**Business One Limited**  
*Chartered Accountants*

433 Pollen Street / PO Box 28  
Thames 3540  
Phone 07 868 6461  
thames@businessone.co.nz  
www.businessone.co.nz

**Year Ended 31 March 2020**

PLEASE NOTE ANY CHANGES ↓

**Name:**

**Postal Address:**

**Business Phone:**

**Home Phone:**

**Mobile Phone:**

**Email:**

*AUTHORITY TO ACT AND OBTAIN INFORMATION*

I authorise Business One Limited to act on my behalf with, and obtain information from, all agencies necessary to complete my accounts and tax returns. This includes, but is not limited to Inland Revenue, Accident Compensation Corporation, my/our Banks, the Companies Office, child support, insurance companies and Work & Income NZ. Authority is given for Business One Limited to obtain information from the Inland Revenue online services website, mail, phone, internet, and fax.

**WE WILL NOW BE ASKING FOR MORE INFORMATION**

New legislation affecting accounting firms requires us to take copies of your:

- Driver's licence
- Passport
- Address verification

We need to sight the original documents, or have these electronically verified.

**EMAIL ADDRESS**

With the recent changes in NZ Post, all important documentation also now needs to be emailed to you. Please ensure that the best email address to reach you on is listed here:

**Email Address:**

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**TAX REFUNDS**

Inland Revenue now require bank account details to deposit GST or Income Tax refunds in to. Please provide your account details below:

**Account Name:**

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**Account Number:**

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**TERMS OF TRADE**

Full terms of trade can be found on our website [www.businessone.co.nz](http://www.businessone.co.nz), or a copy can be requested from our office.

**THIS QUESTIONNAIRE MUST BE SIGNED AND RETURNED WITH YOUR RECORDS**  
**Time spent seeking extra information WILL increase your accounting fee.**

**This is a standard form therefore some items may not apply to your particular business.**

## ***FINANCIAL RECORDS***

PLEASE PROVIDE:

### **BANK STATEMENTS/CHEQUE BUTTS/DEPOSIT BOOKS**

- Bank statements for ALL bank accounts, including loan accounts (please obtain any missing statements)
- Cheque Butts for ALL bank accounts
- Deposit books for ALL bank accounts

### **DEPOSITS AND PAYMENTS NOT THROUGH BUSINESS BANK ACCOUNTS**

- Provide a schedule of any cash sales not banked or sales banked into private accounts
- Provide a schedule of any expenses paid from private accounts or by, credit cards or by cash
- Provide a schedule of any wages or expenses paid for using cash from the till.

### **STATEMENTS, INVOICES AND RECEIPTS**

- Provide all statements, invoices and receipts for business expenses filed in cheque number or date order.

### **GST RETURNS AND RWT RETURNS**

- Include any information or calculations used to work out your GST returns. (including any box 9 or 13 adjustments)
- Include details of any interest you have paid which has had RWT deducted

### **LEASE AGREEMENTS**

- Include a copy of latest lease for business premises if applicable

### **LEGAL STATEMENTS AND GIFTING**

- Include copies of statements for any gifting performed during the year
- Include solicitor's statements for all legal fees incurred, business transactions, purchases or sales of assets

## ***CASHBOOK RECORDS***

### **HAND WRITTEN OR EXCEL CASHBOOK**

Please provide a copy of your cashbook. Ensure your cashbook is reconciled to the year-end bank statement for all bank accounts.

### **COMPUTER CASH BOOK PROGRAMS (if you use one)**

#### **Please Provide a Back-up of your Accounting System**

If using an online solution (such as Xero or MYOB), please make sure we have access to your file.

For other computer Cashbooks, when you perform the back-up please make it AFTER processing is complete but BEFORE you roll into the New Year. Provide a copy of your year end back up file. (This can be on a memory stick or emailed to us on [thames@businessone.co.nz](mailto:thames@businessone.co.nz))

#### **Provide printouts of the following reports (note: the report name may vary depending on your software)**

- Trial Balance OR General ledger summary OR Summary cashbook report
- Bank reconciliation
- Detailed general ledger or Account details report.
- Accounts payable reconciliation report (if applicable)
- Accounts receivable reconciliation report (if applicable)
- GST return schedules or audit trails for each GST return.

**ASSETS AND LIABILITIES**

**CASH ON HAND**

Unbanked sale proceeds	\$
Petty Cash Float	\$
Till Float	\$

**STOCK ON HAND**

Please advise the value of stock held at balance date based on your end of year stock-take. Stock should be valued at the LOWER of: Cost (how much the stock actually cost you); OR Market Value (how much you can sell it for).

Note: A stock take is not required if you hold less than \$10,000 of stock, but please give an estimate of the value of stock on hand.

Stock on Hand (Excluding GST)	\$
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**WORK IN PROGRESS**

Please advise the value of any partially completed work which has not been billed out at balance date (Excluding GST)	\$
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**COVID-19 WAGE SUBSIDY**

Please advise if you received a Covid-19 Wage Subsidy, and if so how much?	\$
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Date Received?

**DEBTORS/ACCOUNTS RECEIVABLE – AMOUNTS OWED TO YOU**

Please record the total of amounts owed to you at balance date. This includes all goods sold, or work billed before balance date that has not been received until after balance date.

Debtors/accounts receivable at balance date (INCLUSIVE of GST)	\$
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Value of bad debts written off during the year (INCLUSIVE of GST)	\$
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**CREDITORS/ACCOUNTS PAYABLE – AMOUNTS OWED BY YOU**

Please include with your records a list of amounts you owe to others for goods and services bought before balance date (INCLUSIVE of GST) and show details of what the expense is for (e.g. electricity, phone). Include any PAYE due in the month after balance date.

	TICK
A list of creditors at balance date	<input type="checkbox"/>
We have no creditors at balance date	<input type="checkbox"/>

**TERM LOANS, MORTGAGES AND OVERDRAFTS**

Provide details of all borrowed moneys (e.g. source of loan, repayment period). State if they are secured and on what property. Attach ALL relevant loan statements.

Loan Details	Security	Balance at Year end
		\$
		\$
		\$

Have you given any personal guarantees for business loans, creditors, or finance agreements? YES/NO

If yes please give details and the security used:
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**ASSETS PURCHASED, SOLD, FINANCED, LEASED OR SCRAPPED**

Please review last year's asset schedule in your Annual Accounts and note any changes in business assets. This includes assets swapped, traded in, constructed, leased, stolen, or scrapped.

**ASSETS PURCHASED**

Date	Description	Amount	Trade in?	Has GST been Claimed
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		

**ASSETS SOLD OR WRITTEN OFF**

		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		

Please make sure you include any invoices relating to the above assets, or related documents with your records (e.g. hire purchase or loan statements, sale or purchase agreements, solicitors' statements, and insurance recoveries).

**HIRE PURCHASE OR LEASE AGREEMENTS**

Did you enter into any hire purchase or lease agreements for equipment or assets?

If yes please include all a copy of all documentation with your records.

**CONTINGENT LIABILITIES**

Detail any potential liabilities that will become actual liabilities if certain future events occur e.g. where you have guaranteed some other persons debts or loans, or are currently involved in a legal dispute:

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## HOME OFFICE

Do you use a portion of your home for business?

Annual Expenses (for entire home)

Total area of home, including garage/workshop:	_____sqm	Rates	\$
		Power	\$
		Mortgage Interest or Rent	\$
Area of room used as an office:	_____sqm	Insurance - Building	\$
Area of garage/workshop used for business:	_____sqm	Insurance - Contents	\$
		Repairs (Supply Details)	\$
		Other (Supply Details)	\$

## MOTOR VEHICLE EXPENSES

You can use either of two methods to determine your business use:

### USING A VEHICLE LOGBOOK

A logbook can be used to work out the business share of vehicle running costs. To do this, you must keep a logbook for at least three months every three years. You will need to record the distance, date and reason for the trip in the logbook. You can use the difference between the odometer readings at the start and end of the three months to work out the percentage of vehicle expenses you can claim.

A good example of this can be found on the [IRD Website](#), or by contacting [thames@businessone.co.nz](mailto:thames@businessone.co.nz).

Have you kept a logbook for any of your vehicles within the last three years? YES/NO

*If so, please include copies of your logbooks with your records in.*

### MILEAGE RATE BASIS

With IRD's new requirements, you will need to keep track of both your 'business' kilometres travelled, as well the 'total' kilometres travelled for the year.

If you are using this method, please let us know the details for each vehicle below:

Vehicle Description	Odometer @ 31/03/2020	Business Kms	Total Kms

*Please note that once you have elected a method for determining your motor vehicle expenses, you must stick with it.*

You can find a link to the IRD's website here: [IRD - Using a Logbook](#)

## GOODS TAKEN FOR PRIVATE USE

DETAILS

Do you use any business goods for private use?	YES/NO	
Have you taken any business assets for private use?	YES/NO	
If yes what was the value of these goods or assets?		\$

## BUSINESS OPERATION

Has the general nature of your business changed during the year?

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Have you entered into any major contracts or commitments?

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Have any significant events occurred after balance date that will have a major effect on your business?

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Are there any institutions you authorise us to provide with a copy of your financial statements other than IRD?  
Please give details:

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## RENTAL PROPERTY INCOME

	Property Address:	Property Address:	Property Address:
How many days was your rental property rented (not by you or family)?			
How many days was your property used by yourselves or family? (If you have paid rent please advise the amount)			
How many days was the property unavailable for rent? (If any please state why?)			
Did you complete any travel relating to your rental property?	<i>If you did, please include details in the 'Motor Vehicle Expenses' section on page 6.</i>		

Please attach full details of any rental income received and expenses incurred, we will need

- Rent received
- Details of all expenses incurred, these may include:
  - Advertising
  - Bank fees
  - Body Corporate Charges
  - Insurance
  - Legal Fees
  - Property management fees
  - Rates and Water charges
  - Repairs and Maintenance
  - Valuation Fees
- Mortgage statements
- Bank statements if you use a rental account
- Invoices for all assets purchased
- Property manager statements if applicable

If you have purchased or sold a rental property during the year please include all legal statements and sale and purchase agreements.

Are there any other rental property details we should be aware of:

**PERSONAL TAX RETURN INFORMATION**

**PAYE INCOME OR INCOME WITHHOLDING TAX DEDUCTED**

This information is usually sent to us from IRD, however please record below your employer's name/s and/or sources of withholding income so we can confirm IRD details are correct.

**INVESTMENT INCOME**

Please ensure you have included the following information if applicable

- RWT certificates
- Dividend or distribution statements
- PIE distribution statements

If you use an investment manager or advisor, please provide a copy of any portfolio summary reports received during the year.

**FOREIGN INVESTMENTS & OVERSEAS PENSIONS**

If you received any interest, dividends or distributions from a foreign company or held a foreign superannuation scheme or life insurance policy, could you please provide the name and nature of the interest (e.g. shares, units, super or insurance:

**DONATION, SCHOOL FEES AND CHILDCARE TAX CREDITS**

If you have made donations to a registered charity, church or school, or have paid childcare costs you may be entitled to claim tax credits.

Please enclose all receipts for these costs. We are required to sight the documents before a claim can be filed.

**WORKING FOR FAMILIES TAX CREDITS**

If you have children in your care you may be eligible for working for Families tax credits. To make an estimate of your entitlement we require the following information:

Childs full name	Date of Birth	IRD Number	In your care for full year?	Date left school or care
			YES/NO	
			YES/NO	
			YES/NO	
			YES/NO	

Did you receive or pay any child support (either private or through IRD)? If yes please provide details

The following events may also affect your entitlement; please let us know if any of these apply:

- Receiving income from a trust or close company
- Stopping or starting work
- Child leaving school during the year
- You start living with a partner or become married, divorced or separated
- Receiving a WINZ benefit , ACC payments or a Student Allowance
- Receiving an Unsupported Child Benefit

Is there anything else you want to tell us?

### **IDENTITY & ADDRESS VERIFICATION**

New Anti-Money Laundering legislation now requires us to sight the original document of the following:

- Driver's Licence
- Passport
- Address Confirmation - e.g. a bank statement or utilities bill (rates, power) dated within the last 3 months

The above documents will need to be provided by all taxpayers, including Directors, Shareholders and Trustees.

For the above, we are required to either:

- Site the originals when you bring them in to the office; or
- Use electronic verification to verify your identity

In order to verify copies of the above, please select which option you'd prefer:

I'll bring the originals into the office for you to sight; or

I will submit these electronically, and consent to having these electronically verified

### **FORM SUBMISSION**

Please save this form, and return to us through one of the following methods:

- 1 Upload to our online CIF portal, along with any supporting documents (please [email us](#) if you need assistance)
- 2 Email this form to us using the 'Submit' button below
3. Print off and post to us using the address on the cover page



**TERMS OF ENGAGEMENT**

We confirm that we have read all the matters in the attached Client Information Form and have provided Business One Limited with all the details and authorisations requested. We now instruct you to prepare financial statements and tax returns for which we agree to be charged on a time and cost basis.

We accept responsibility for the accuracy and completeness of all information supplied by us for the preparation of our financial statements.

We do not wish you to complete an audit or a detailed review of our affairs and therefore we accept that Business One Ltd and their staff are unable to provide any assurance on our financial statements.

We also understand that your work cannot be relied upon to detect error and fraud. We agree to Business One Ltd attaching to our Financial Statements a compilation report explaining your responsibilities.

**Privacy Act 1993:** Business One Ltd may collect relevant personal Information about us for the purposes of providing accounting services. We authorise Business One Ltd to hold, use and disclose such information as is necessary. Business One Ltd agrees to handle all Personal Information in accordance with the Privacy Act 1993 and provide access to and correct any such Personal Information as provided for under the Act. We acknowledge and agree that, as part of the on-going quality control initiatives of the Institute of Chartered Accountants of NZ, files relating to assignments completed on my behalf may be examined on a random test basis by an official reviewer appointed by the Society for that purpose.

**Electronic Communication:** We agree that Business One Ltd may communicate with us electronically. We acknowledge that electronic transmissions are inherently insecure, can be corrupted or intercepted, may not be delivered and may contain viruses. We acknowledge Business One Ltd is not responsible for any loss suffered in connection with the use of e-mail as a form of communication. We consent to receiving such messages until such time as we notify Business One Ltd in writing that we no longer wish to receive them.

In accordance with the Unsolicited Electronic Messages Act 2007, we consent to receiving emails, texts or other electronic transmissions such as newsletters, notification of seminars, items of interest or promotional material from us, unless we notify Business One Ltd to the contrary.

**Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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