Business One Limited
Chartered Accountants

Thames | Whitianga
07 868 6461 | 07 866 5418
thames@businessone.co.nz
whitianga@businessone.co.nz
www.businessone.co.nz

Name:

Postal Address:

Mobile Phone:

Business Phone:

Home Phone:

Email:

Client Information Form Year Ended 28 February 2026

AUTHORITY TO ACT AND OBTAIN INFORMATION

I authorise Business One Limited to act on my behalf with, and obtain information from, all agencies (including electronic) 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, Insurance companies and Work & Income NZ.

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 Limited 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 Limited attaching to our Financial Statements a compilation report explaining your responsibilities.

Privacy Act 2020: Business One Limited may collect relevant personal Information about us for the purposes of providing accounting services. We authorise Business One Limited to hold, use and disclose such information as is necessary. Business One Limited agrees to handle all Personal Information in accordance with the Privacy Act 2020 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 Limited 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 Limited 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 Limited 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, unless we notify Business One Limited to the contrary.

Name: _____

Signed: _____ **Date:** _____

This is a standard form therefore some items may not be relevant to your particular business.

Financial Records

Bank & Loan Statements

- Please provide us with a QIF, OFX or CSV file for ALL Business Bank and Loan accounts for 01 March 2025 to 31 March 2026. (*Please contact us or stop by the office with your internet banking details if you would like a hand downloading these.)*
- PDF or Screenshots of all Business Bank and Loan balances as at 28.02.2026.

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 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

Legal Statements and Gi ting

- 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

Xero or MYOB

If you are the subscriber of your own Xero or MYOB, could you please make sure we have access to your file, otherwise please invite xero@businessone.co.nz as an **Advisor with Managed Users.**

Online Based Cashbooks Other than Xero

If you use a cashbook other than Xero could you please provide us with a cashbook. Ensure your cashbook is reconciled to the year-end bank statement for all bank accounts.

Computer Cash Book Programs

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 or whitianga@businessone.co.nz)

Provide printouts of the following reports:

- 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 & 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)	$

Work In Progress

Please advise the value of any partially completed work which has not been billed out at balance date (Excluding GST)	$

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)	$
Value of bad debts written off during the year (Inclusive of GST)	$

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	☐
We have no creditors at balance date	☐

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? If yes, please give details and the security used:
If yes, please five details and the security used:

Assets Over $1,000 Purchased, Sold, Financed, Lease 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 Over $1,000

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.

Goods Taken for Private Use

			Details
Do you use any business goods for private use?	[Select]		
Have you taken any business assets for private use?	[Select]		
If yes what was the value of these goods or assets?	[Select]		$

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.

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

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.

An example can be found on the IRD Website, or by contacting thames@businessone.co.nz or whitianga@businessone.co.nz.

Mileage Rate Basis
Have you kept a logbook for any of your vehicles within the last three years? If so, please include copies of your logbooks with your records.

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

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

Vehicle Description	**Odometer @ 28/02/2026**	**Business Kms**	**Total Kms**

You can find a link to the IRD's website here: IRD – Using a Logbook

Business Operation

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

Have you entered into any major contracts or commitments?

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

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

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

Rental Property, BnB and Short Stay Rental Income

	Property Address:	Property Address:	Property Address:
If your property is an BnB or Short Stay rental how many days was it rented out?			
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?)*			

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

- Full Year Rental Statements
- Total Rent Received
- Mortgage Statements
- Bank statements if you use a rental account
- Invoices for all assets purchased
- Travel relating to your rental property (*If you did, please include details in the 'Motor Vehicle Expenses'section on page 6.)*
- Details of all expenses, these may include:

Advertising, Body Corp charges, Insurance, Legal fees, property Management fees, Rates & Water charges, any Repairs & Maintenance

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

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

The Brightline Test & Properties Sold
If you have sold a property during the year, please include all legal settlement statements and sale & purchase agreements.

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
- Full Year Investment Portfolio's i.e. Sharesies
- Cryptocurrency trading 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 Pension
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:

Donations, School Fees & 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.

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
			[Select]	
			[Select]	
			[Select]	
			[Select]	

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

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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? (change in business situation, other details?)

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

• Email this to us along with all your relevant documents

• Print this off and post it to us using the address on the cover page

• Email us for a secure online link to upload all your documents

Save Form | Submit | Print