CANTERBURY Accountants & Taxation SPECIALISTS LTD

Trust Questionnaire 2017

Please check all details below are correct and up to date

Name	**Phone Number :**
Email	**Preferred Contact Method Is :**
Address	
Bank Account For Any Tax Refunds - _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	**Compulsory For Refunds**

It is a requirement of Inland Revenue that this questionnaire be completed in full, signed and dated by the client

Terms Of Engagement

I/We confirm that

- I/We have provided all the information that is required for the completion of my/our taxation returns.
- I/We accept responsibility for the accuracy and completeness of all records & information supplied to you.
- I/We hereby instruct you to prepare my/our financial reports and taxation returns for the current period - you are not to complete an audit and therefore accept that you cannot be relied upon to detect error and fraud.
- 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.
- I/We accept that your invoices are due and payable 14 days after the date of the invoice, unless otherwise agreed in writing. Any expenses incurred by you in the collection of outstanding debts are payable by me/us.
- You are hereby authorised to communicate with the appropriate bankers, solicitors, finance companies, and other persons organisations to obtain such further information as you may require in order to carry out the above assignments.

I accept the Terms of Engagement.

Signature ________________________________ Date ______________________

	Yes	No
1. Trust - Details of any income from another trust, unit trust or an estate (where we don't prepare the information for you).	☐	☐
2. Rental Income - Details of any rental income. *"If yes" please complete rental income schedule*	☐	☐
3. Interest & Dividends- Details of any dividends/bonuses/insurance/payments/interest income/partnership income or any other sundry income received during the period (attach documentation including RWT and dividend slips).	☐	☐
4. Partnership - Details of any income from a partnership (where we don't prepare the information for you).	☐	☐
5. Investment - Details of any foreign investments including managed funds, portfolios, overseas investments including overseas property, shares, deposits, super schemes, insurance, bank accounts etc Details including gross distribution, any overseas tax deducted and the country the income was derived from.	☐	☐
6. LTC Losses - Details of any income and expenses from a Look Through Company (where we don't prepare the information for you).	☐	☐
7. Deductible Expenses - Can you claim expenses? If yes: Please provide full details of any expenses incurred in deriving income eg	☐	☐
• Management Fees	$	
• Accounting Fees	$	
• Interest Paid on funds borrowed	$	
• Legal Fees	$	
• Other	$	
9. Information - Please provide the following		
• **Does the trust have a separate bank account?** "If Yes" copies of the final bank statement as at above date and the one after it, for every bank account, as well as your deposit and cheque butts.	☐	☐
• **Trust Documents -** Do you have any trust documents or minutes that we have not prepared on your behalf? "If Yes" please provide copies**.**	☐	☐

Beneficiary Details -

Transactions Have there been any transactions with beneficiaries during the year?

If Yes **Beneficiary 1**

Name	
DOB	
IRD Number	
Money Advanced	
Tax paid on behalf	
School Fees Paid	

Beneficiary 2

Name	
DOB	
IRD Number	
Money Advanced	
Tax paid on behalf	
School Fees Paid	

Beneficiary 3

Name	
DOB	
IRD Number	
Money Advanced	
Tax paid on behalf	
School Fees Paid	

Comments -