



**Please complete with information we need for your
Business Accounts and Income Tax Return**


Name
Year Ended

- | | Yes? | Information to send : |
|---|--------------------------|---|
| 1. Have there been any changes in shareholding or trusteeship? | <input type="checkbox"/> | Details of any changes |
| 2. What accounting system do you use?
One of the following computerised systems;
MYOB
Quickbooks
Cash Manager
Banklink
Moneyworks | <input type="checkbox"/> | A system backup for the financial year |
| Another computerised system | <input type="checkbox"/> | System <input type="text"/>
General ledger printout
Trial balance
Bank reconciliation at year end
Profit and loss or cashbook report
Balance sheet
Debtors printout
Creditors printout |
| A manual system or cashbook | <input type="checkbox"/> | Your cashbook (if one is kept)
Bank reconciliation at balance date
(if completed)
Cheque books and deposit books
Bank statements for the full year |
| My accountant process my transactions | <input type="checkbox"/> | |
| 3. Do you employ staff? | <input type="checkbox"/> | Wage reconciliations if completed
PAYE returns
Holiday pay and bonuses owing at year end
and how much will be paid out within 63
days |
| 4. Did you have any loans, hire purchase or leases? | <input type="checkbox"/> | Copies of any new agreements
Loan / lease statements |
| 5. Do you have stock, work in progress or goods in transit? | <input type="checkbox"/> | Stocktake workings
Work in progress workings
Goods in transit workings |

6. Do you have Accounts Payable at year end? Accounts payable listing as at year end
7. Did you have Accounts Receivable at year end? Accounts receivable listing at year end
List of bad debts written off during the year
8. Have you sold or purchased land or buildings? Settlement statement
Sale and purchase agreement
Lawyers invoice
Valuation
9. Have you purchased fixed assets during the year over \$500 (GST exclusive)? Description of assets including the date purchased, purchase price, and whether the asset was purchased new or second hand
Copies of invoices
10. Have you sold or disposed of fixed assets during the year? Description of assets including the date sold or disposed of and price
List of assets written off
11. Do you pay Fringe Benefit Tax?
Yes, prepared by us
Yes, prepared by my accountant
No A copy of all FBT returns and workings
12. Do you file GST returns?
Yes, prepared by us
Yes, prepared by my accountant
No A copy of all GST returns and workings
13. Did you receive any interest or dividends during the year? Resident Withholding Tax certificates
Dividend Statements
14. Did you buy or sell investments (e.g. shares, bonds, debentures)? All documentation relating to the sale or purchase
15. Did you have any overseas income or expenses? Details of amounts received or paid
16. Did you buy or sell any overseas investments(e.g. shares, bonds, debentures)? A copy of all documentation relating to the sale or purchase
17. Do you have an office at home? Please complete table A below
18. Did you have any cash on hand at year end (e.g. petty cash, sales not banked, till float)? Total cash on hand
19. Please send the following additional information, where applicable
- ACC invoices
- Bank statements at year end for all bank accounts
- Business expenses paid personally
- Gifting statements and deeds of forgiveness
- Goods taken for personal use
- Insurance invoices
- Invoices for Repairs and Maintenance over \$500 (GST exclusive)
- Legal invoices
- Loan statement at year end
- Rates invoice
- Rental agreement

20. General Information



21. How many copies of bound financial statements do you require? 

Declaration








I accept responsibility for the accuracy and completeness of the information supplied in this questionnaire which is to be used in the preparation of my financial statements. You are not to complete and audit, nor do I wish you to undertake a detailed review of my affairs in order to substantiate the accuracy of my information, and therefore you are not asked to provide any assurance on my financial statements.

I understand your work can not be relied on to detect error and fraud and that you accept no liability for the accuracy and completeness of the information supplied by me. I further understand that the financial statements will be prepared at my request and for my purposes only and that you will not be liable for any losses, claims or demands by any third person. I also accept responsibility for all other records and information supplied to you other than those listed above. I accept responsibility for any failure by me to supply all relevant records and information to you.






You are hereby authorised to communicate with my bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to carry out the above assignments. You are to represent me as my tax agent. You are therefore authorised to sign any taxation return on behalf of myself or any of my associated entities. We also accept that BDS Chartered Accountants has the right to charge interest on overdue accounts at the rate of 1.5% per month, and that all accounts are due for payment within 7 days following invoice date. The charging of such interest will be at the discretion of BDS Chartered Accountants. I/We accept that any collection costs incurred by BDS Chartered Accountants will be fully recoverable from me/us.

Signature : _____

Table A - Home office

The annual total expense of:	
Body corporate fees	
Insurance	
Interest (on mortgage)	
Power and gas	
Rates and water rates	
Repairs and maintenance	
Rent (if property is not owned)	

If you have not previously supplied these details or there have been any changes in the past year, please

Total floor area of the house	
Total floor area used for business purposes	
Total cost of the property (if owned)	
Last valuation of the property (if owned) - Land	
Last valuation of the property (if owned) - Buildings	

If you do not have a valuation available please supply a copy of your latest rates notice.



**Please complete with information we need for your
Personal Income Tax Return**

Name
Year Ended

Yes?	Information to send :
<input type="checkbox"/>	Date of birth <input type="text"/>
<input type="checkbox"/>	End of year interest statements Dividend statements
<input type="checkbox"/>	Name and contact details for the accountant preparing financial statements
<input type="checkbox"/>	Name and contact details for the accountant preparing financial statements for each other entity
<input type="checkbox"/>	Completed rental income questionnaire
<input type="checkbox"/>	
<input type="checkbox"/>	End of year interest statements Dividend statements Other investment broker statements
<input type="checkbox"/>	Please complete table A below
<input type="checkbox"/>	Portfolio advisor statement
<input type="checkbox"/>	Details and documentation for any other income received
<input type="checkbox"/>	Confirmation of any premiums paid for income protection insurance Details and invoices for other expenses
<input type="checkbox"/>	Donation receipts
<input type="checkbox"/>	Childcare or housekeeper receipts
<input type="checkbox"/>	Please complete table B below
<input type="checkbox"/>	Please complete table C below

1. Are you under 16 years old?
2. Did you receive interest or dividends?
3. Are you a shareholder or a director of a company that we do not act for?
4. Do you receive income from an Estate, Trust, Partnership or Business that we do not act for?
5. Do you receive rental income?
6. Do you have a student loan?
7. Do you receive income from overseas (e.g. interest or dividends)?
8. Do you have any overseas investments?
9. Do you use the services of a portfolio advisor?
10. Do you receive any of the following types of income?
 - Sale of land and buildings
 - Sale of shares, bonds or other investments
 - Overseas pension, annuity or superannuation scheme
 - Any other income (e.g. royalties)
 - Employee share option program
 - Share options
11. Did you incur any expenses relating to earning your income, for example, income protection insurance or interest on loans used to purchase investments?
12. Did you make any donations during the year?
13. Did you pay for childcare or a housekeeper during the year?
14. Is your taxable income likely to be under \$9,880 for the year?
15. Do you want us to assess your eligibility for working for families (family assistance)?



Please complete with information we need for your Rental Property

Name	<input type="text"/>
Year Ended	<input type="text"/>
Address of the Property	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

Number of months during the year that the property was available to be rented?

Rental income for the year	<input type="text"/>
Rental expenses	
Advertising	<input type="text"/>
Agent fees	<input type="text"/>
Body corporate fees	<input type="text"/>
Insurance	<input type="text"/>
Interest on mortgage	<input type="text"/>
Lawns and gardening	<input type="text"/>
Motor vehicle use for rent collection or maintenance	<input type="text"/> (kms)
Rates	<input type="text"/>
Repairs and Maintenance	<input type="text"/>
Other	<input type="text"/>
Other	<input type="text"/>
Other	<input type="text"/>

Information to send :

Agents summary if applicable
Insurance invoices
Mortgage statements
Invoices for repairs and maintenance amounts over \$500

Yes? Information to send :

- | | | | |
|--|--------------------------|--|----------------------|
| 1. Do you occupy part of the rental property? | <input type="checkbox"/> | Percentage occupied | <input type="text"/> |
| 2. Have you purchased fixed assets during the year over \$500 (GST exclusive)? | <input type="checkbox"/> | Invoices | |
| 3. Was the rental property purchased or sold during the year? | <input type="checkbox"/> | Legal documentation
Settlement statement
Sale and purchase agreement
Valuation report | |
| 4. Was the sale or purchase made to a related entity? | <input type="checkbox"/> | Details of the relationship | |

5. General Information

Declaration

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I understand your work can not be relied on to detect error and fraud and that you accept no liability for the accuracy and completeness of the information supplied by me. I further understand that the financial statements will be prepared at my request and for my purposes only and that you will not be liable for any losses, claims or demands by any third person. I also accept responsibility for all other records and information supplied to you other than those listed above. I accept responsibility for any failure by me to supply all relevant records and information to you.

You are hereby authorised to communicate with my bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to carry out the above assignments. You are to represent me as my tax agent. You are therefore authorised to sign any taxation return on behalf of myself or any of my associated entities. We also accept that BDS Chartered Accountants has the right to charge interest on overdue accounts at the rate of 1.5% per month, and that all accounts are due for payment within 7 days following invoice date. The charging of such interest will be at the discretion of BDS Chartered Accountants. I/We accept that any collection costs incurred by BDS Chartered Accountants will be fully recoverable from me/us.

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