

Financial Statements Questionnaire – 31 March 2020

Investment Trust

Ensure this questionnaire is completed and included with your records.

NAME: _____

Email Address:

The most convenient time to call you is:

Would you like us to supply a copy to your Bank?

Yes ☐ **No** ☐ (Tick One)

Bank _____

Name of Bank Manager _____

Email address of Bank Manager _____

Refunds – if my return results in a refund due, I would like the refund

(the IRD will not issue a cheque for tax refunds)

- Refunded to me in full to the following bank account

Yes/No

- Used to offset any provisional tax liability

Yes/No

Authorisation

I / We hereby instruct Coombe Smith (PN) Limited to prepare my / our Financial Statements and Taxation Returns from the information and records I/we have supplied to you. I/we accept responsibility for the accuracy and completeness of all records and information supplied to you. Preparation of financial reports and tax returns are based on information provided to us in accordance with SES-2. Our procedures do not include verification of financial information. No audit or review engagement is undertaken.

You are authorised to communicate with The Trusts bankers, solicitors, finance companies, investments companies and any other business that we deal with to obtain such information as you require in order to complete the above duties.

I authorise Coombe Smith (PN) Limited to access and change information through ACC online (if applicable) and directly with ACC staff.

Signature _____

Date _____

Signature _____

Date _____



The more information you complete/provide now will save us both time



Annual Investments Trust Checklist

1.	<p><u>Transaction Records</u></p> <ul style="list-style-type: none"> Supply all bank statements (cheque and savings accounts) to cover the financial year. <p>Supply cheque butts covering the whole financial year. Ensure all cheque butts are correctly notated, with details of whom you paid and the expense.</p>	Yes	No
2.	<p><u>Sale / Purchase of Assets & Major Property</u></p> <p>Did you sell, or purchase a new property in the financial year?</p> <p>If yes, please provide copies of the following:</p> <ul style="list-style-type: none"> Sale and Purchase Agreement. Legal Settlement Statement. Latest Government Valuation or Valuer's Report. Copy of the minutes 	Yes	No
3.	<p><u>Loans / Mortgages / Hire Purchases</u></p> <p>Have you taken out a new finance since your last balance date?</p> <p>If yes, please provide balances as at your balance date, statements, summaries and documentation of the new agreements or any change in borrowings.</p>	Yes	No
4.	<p><u>Other Income</u></p> <p>Did you receive any other income, for example, estates or Trusts, overseas, annuity or pension? If yes, please provide details of this.</p> <p>_____</p>	Yes	No
5.	<p><u>Interest / Dividend Income</u></p> <p>Did you receive any income from interest or dividends?</p> <p>If yes, please provide interest and dividend advice Certificates.</p>	Yes	No
6.	<p><u>Investments / Shares / Portfolio</u></p> <p>Does the trust hold an investment portfolio – if so please provide copies of the Portfolio annual report and tax summary.</p> <p>Did you purchase or sell any investments during the year?</p> <p>If yes, please provide details of any purchases / sales along with statements relating to income received from them eg. Dividends or interest.</p>	Yes Yes	No No
7.	<p><u>Overseas Investments</u></p> <p>Do you have any investments, including life insurance policies, land, shares, Trusts or superannuation? If yes, please provide details of these.</p>	Yes	No
8.	<p><u>Gifting</u> (If Coombe Smith does your Gifting go to next question.)</p> <p>Was any Gifting undertaken during the year? If yes, please provide us with copies of the Gifting statements and Deeds of Acknowledgment of Debt.</p>	Yes	No

9.	<u>Beneficiaries</u> Please advise if any distributions/advances were made to beneficiaries – cash, property or investment – if yes please provide details of name, date and amounts and minutes.	Yes	No
10.	<u>Trust Administration</u> We appreciate that in most instances we may have attended to the necessary documentation. However because of the potential income tax implication of not documenting such matters on a timely basis, please answer the following questions. Have there been any changes in Trustees during the year? Have there been any major changes to the Trust's activities? If yes please provide details	Yes Yes	No No

If you require your personal income tax return to be completed please ensure the following pages are also completed

Thank you for completing this questionnaire

Individual Income Tax Returns this information is needed for each individual

1.	<u>Salary, wages and National superannuation</u> Did you receive any income from salary, wages or superannuation? (if so IRD will supply us with the details)	Yes	No
2.	<u>Other Income</u> Did you receive any other income, for example, estates or Trusts, overseas, annuity or pension? If yes, please provide details of this.	Yes	No
3.	<u>Interest, Dividend & PIE Income</u> Did you receive any income from interest or dividends? If yes, please provide full details including interest and dividend advice Certificates.	Yes	No
4.	<u>Overseas Income</u> Did you receive any income from overseas, including Foreign investment fund? If yes, please provide full details of these.	Yes	No
5.	<u>Rental Property</u> Did you purchase a rental property during this year or receive property rental If yes, please request the rental questionnaire from us.	Yes	No
6.	<u>Deductible Expenses</u> Did you have any deductible expenses such as income protection insurance? If yes, please attach a copy of the invoices and policy.	Yes	No
7.	<u>Donations Rebate</u> Did you make a donation during the year? (school, church, charitable donations) If yes, please provide the receipts.	Yes	No
8.	<u>Working for Families</u> Do you have children aged under 18 years, or 18 years and attending secondary school or territory education? If yes and you believe you may be entitled to working for families please request a Working for Families questionnaire.	Yes	No

Thank you for completing this questionnaire