

## 2024 Business or Trust Checklist

Legal Name: _____	Trading Name: _____
Postal Address: _____ _____ _____ _____	Year Ended: 31 <sup>st</sup> March 2024  Is there a specific date that you require your tax return completed by? Yes <input type="checkbox"/> No <input type="checkbox"/> (Please note an additional fee may apply)  Date Required: _____ Reasons for Urgency _____ _____ _____
Preferred Phone: _____	
Email: _____	
Contact Person: _____	
<p><b>1. How do you plan to provide any records ie bank statements/loan statements?</b></p> <input type="checkbox"/> Hard copy to be dropped into office <input type="checkbox"/> Will email to accounting manager <input type="checkbox"/> Attached herewith <input type="checkbox"/> Hardcopy saved in 'Files' section of Xero.	
<p><b>2. Has the nature of your business changed in any way during the past 12 months? Or is there changes likely to happen in the next 12 months? Or is there changes likely to happen in the next 12 months?</b> If yes, please provide us with some details.</p> <p>_____ _____ _____</p>	
<p><b>3. What Accounting Software do you use?</b> _____ <i>Please ensure we have access to this, or a backup is provided, including passwords if applicable. There is no need to print reports as below if we have access to your software.</i></p>	
<p><b>4. If you have filed GST returns please provide copies of these and the workings.</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If you use Xero, you do not need to provide anything.</i></p>	<p><b>5. The IRD now process refunds by direct credit only, please provide your preferred bank account number if you are due a refund.</b></p> <p>_____</p>
<p><b>6. Please provide a copy of the <u>final</u> bank statement for the year for all business bank accounts, including credit cards.</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><b>7. If you do not use accounting software, but prepare a cashbook (computerised or manual) please provide us a copy of this. We also require bank statements for the full year.</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

<p><b>8. Did the business have any accounts receivable (amounts owing to the business) on the last day of the financial year?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>Please provide a list/printout of accounts receivable at balance date, indicating whether amounts are GST inclusive or exclusive. To enable bad debts to be excluded from income, these must be written off prior to balance date.</i></p>	<p><b>9. Did the business have any accounts payable (amounts owing by the business) on the last day of the financial year?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>Please provide a <u>detailed</u> list/printout of accounts payable at balance date, indicating whether amounts are GST inclusive or exclusive. Remember to include full details of sundry amounts owing (e.g. wages &amp; PAYE).</i></p>
<p><b>10. Did the business have any inventories (stock) on hand at balance date?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>Please provide stock take details, noting whether GST inclusive or exclusive.</i></p> <p>Amount: \$ _____</p>	<p><b>11. Did the business have any work in progress at balance date?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>Please provide work in progress details, noting whether GST inclusive or exclusive.</i></p> <p>Amount: \$ _____</p>
<p><b>12. Did the business use petty cash?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If yes, please provide a summary and analysis of transactions.</i></p>	<p><b>13. Did the business have any cash on hand at balance date? (Includes till Floats/Petty Cash/Cash sales received but not banked until after balance date)</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Amount: \$ _____</p>
<p><b>14. Did the business have any cash jobs/sales that were not banked and need to be declared?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Amount: \$ _____</p>	<p><b>15. Did the business receive any payments in advance? (Receipts before balance date for goods or services not provided until after balance date)</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Amount banked: \$ _____</p>
<p><b>16. Did the business purchase or sell any fixed assets during the year?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If yes, please provide copies of invoices, solicitor statements, borrowing details, as applicable.</i></p>	<p><b>17. Did the business enter into any new loans, hire purchases, or lease agreements?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If yes, please provide agreements.</i></p>
<p><b>18. Did the business pay any loans, hire purchases or lease payments during the year?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If yes, please provide loan transaction statements showing the balance at year end and total interest paid during the year.</i></p>	<p><b>19. Did the business pay any insurance by instalments?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>Please provide payment plan schedule from your insurance company detailing the interest content</i></p>
<p><b>20. Did you or an associated entity receive any of the Covid-19 Support Payments? These include Wage Subsidy, Leave Support Payments, Short Term Absence Payment, and Resurgence Support Payments.</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If these were not deposited into a business bank account please provide proof of the amounts and dates received.</i></p>	<p><b>21. Did the business receive any Cyclone Gabrielle recovery grants?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If these were not deposited into a business bank account please provide proof of the amounts and dates received.</i></p>

<p><b>22. Did the business receive the Government Small Business Loan?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If this was not deposited into a business bank account please provide details.</i></p>	<p><b>23. Did the business receive any interest from overseas or New Zealand?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If yes, please provide Resident Withholding Tax Certificates, or overseas interest documents.</i></p>
<p><b>24. Did the business receive any dividends from overseas or New Zealand?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If yes, please provide dividend statements.</i></p>	<p><b>25. Did the business have any holdings in offshore entities?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If yes, please provide details, we may need to contact you further regarding the FIF rules.</i></p>
<p><b>26. Did the business have any investments in New Zealand?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If yes, please provide details of portfolio investment, bonds, debentures etc</i></p>	<p><b>27. Did the business receive any taxable distributions from a Maori authority?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If yes, please provide details.</i></p>
<p><b>28. Did the business or it's associates receive any rental income?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>Please complete a rental checklist for each property.</i></p> <p><i>If you have purchased or sold the rental property during the year please provide the solicitor's statements.</i></p>	<p><b>29. Did the business or it's associates provide short term accommodation services e.g. Air BnB?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>Please complete a checklist for each property.</i></p> <p><i>If you have purchased or sold the property during the year please provide the solicitor's statements.</i></p>
<p><b>30. Were any of the business vehicles available for private use?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>Please provide details.</i></p> <p>Vehicle Description: _____</p> <p>Days Available _____ FBT Paid? Yes/No</p>	<p><b>31. Did any of the business owners use their private vehicle for the business?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>Please provide details of the business use as supported by your logbook.</i></p> <p>Total Kilometres: _____</p>
<p><b>32. Did any of the business owners pay any business expenses from personal funds which were not reimbursed or claimed by the business?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>Please provide details including the type of expenses and the amounts paid.</i></p>	<p><b>33. Did any of the business owners take any goods or services (including stock) for own use?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>Please provide details including the types of goods/services and the cost price including GST</i></p>
<p><b>34. Did the business supply any goods or services (including stock) to any owners or employees for less than market value?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>Please provide details including the types of goods/services, market value and supplied value.</i></p>	<p><b>35. Did you make any payments to non-residents?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If yes, please provide full details.</i></p> <p>_____</p> <p>_____</p> <p>_____</p>

**36. Did any of the business owners use part of their residence for business purposes?**

Yes  No

**Would you like us to use details as per last year?** Yes  No  If no, please complete below

Total Building Area \_\_\_\_\_ Total office/storage/workshop used for business \_\_\_\_\_

Phone & Internet monthly cost \_\_\_\_\_

Total Power Bills paid \_\_\_\_\_

Total Contents Insurance paid \_\_\_\_\_

I rent the house – Total rent paid during the year \_\_\_\_\_

I own the house – Total Mortgage Interest paid during the year \_\_\_\_\_

Total Rates paid during the year (incl regional) \_\_\_\_\_

Total House (building) Insurance paid during the year \_\_\_\_\_

Total Repairs & Maintenance paid during the year \_\_\_\_\_

**Is there any other home office expense claim being made by another resident?**

Yes  No

**37. Have any employees been working overseas for the business during the year or has the business had overseas employees working in New Zealand during the year?**

Yes  No

*If yes, please provide full details.*

**38. Are there any material events subsequent to balance date? Are there any contingent liabilities (a possible obligation arising from events before balance date)?**

Yes  No

*Please provide full details*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Engagement & Privacy Act Authorisation

I instruct Black & White Accounting Limited, it's staff/contractors to prepare my financial statements and tax return for the year ended specified on page one. I undertake to supply all information necessary for this engagement and to be responsible for the accuracy and completeness of such information. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the financial statements or tax returns insofar as third parties are concerned.

I acknowledge that Black & White Accounting Limited will not be calculating any Working for Families entitlement, Child Support entitlement/liability or Student Loan repayment liability.

## **Authorisation to obtain information subject to the Privacy Act**

I authorise Black & White Accounting Limited to communicate with the appropriate bankers, solicitors, finance companies and other persons or organisations to obtain such further information as is required to carry out the above engagement. This authorisation will stay in place until cancelled by either party in writing.

## **Authorisation for Inland Revenue Department**

I give authority to Black & White Accounting Limited to act on my behalf for all tax types until further notice.

Authority is given to obtain information from Inland Revenue and other financial institutions to enable my tax returns to be completed. This includes obtaining information via online services available on Inland Revenue's website.

## **Authorisation for Accident Compensation Corporation**

I authorise Black & White Accounting Limited to act as my agent for ACC levy purposes. This authorisation allows Black & White Accounting Limited to query and change information through ACC staff and through myACC for Business.

This authority will also allow Black & White Accounting Limited's main representative discretion to delegate access to ACC information to other members of Black & White Accounting Limited. Other delegated members of Black & White Accounting Limited will also be able to query and change information through ACC staff and through myACC for Business.

I understand that the financial statements (if required) are to be prepared for taxation purposes (to determine my tax liabilities) only.

Black & White Accounting is to represent me as my tax agent. All income tax returns will be signed by me, however you are authorised to sign on my behalf if necessary.

The information that I have provided in this checklist is true and correct.

Your full name: \_\_\_\_\_

Position: \_\_\_\_\_

Your signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_