

# CLIENT INFORMATION QUESTIONNAIRE



## PROFESSIONAL PARTNER

Name: \_\_\_\_\_ Balance Date:        /        /  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Cellphone: \_\_\_\_\_  
Email: \_\_\_\_\_

*To ensure we have your correct contact details, please advise if any of the above information is incorrect.*

### For Preparation of Annual Financial Statements/Income Tax Returns

*Please provide the relevant information as requested in each section and indicate when completed or not applicable by ticking the appropriate box.*

1. We agree to the terms of Engagement listed on page two and confirm that the information supplied above is accurate and complete.
2. We hereby authorise **Moore Markhams Auckland** to seek any additional information they may require for the purpose of preparing our financial statements and statutory requirements with the Inland Revenue Department and Registrar of Companies from our Solicitor, Advisor, Employees, Bank, ACC or other financial institution to supply such information. We authorise **Moore Markhams Auckland** to sign Income Tax, GST and other associated returns on our behalf.
3. We confirm for the purposes of the Privacy Act 2020 that the information contained in this questionnaire has been provided to **Moore Markhams Auckland** to enable them to fully advise us in the management of our financial affairs and authorise **Moore Markhams Auckland** to utilise that information for that purpose in such manner as they may consider appropriate including, by way of example and not limitation, the preparation and completion of annual accounts and income tax returns, the provision of information to our banks, solicitors or other advisors.
4. We confirm that **Moore Markhams Auckland** will provide assistance in meeting tax obligations, including advice on payments and/or reminder letters for taxes due. However, the responsibility for paying the correct tax on time rests with the taxpayer, not **Moore Markhams Auckland**.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

Notes:

#### TERMS OF ENGAGEMENT

Moore Markhams Auckland will compile your financial statements, in accordance with the standards applicable to compilation engagements, from information provided by you. We will not audit, review or otherwise attempt to verify the accuracy of that information.

Our services will not result in the expression of an audit opinion or any other form of assurance on the financial statements nor the fulfilling of any statutory or other audit requirement. Our services cannot be relied upon to detect fraud or error in your organisation.

Our obligations are to:

1. Accurately compile the financial information with due professional care.
2. Process the information in an effective and efficient manner.
3. Respect the confidentiality of the information acquired in the course of our work.

It is understood and agreed that:

1. You will provide us with accurate and complete information necessary to compile such statements and you will accept responsibility for any failure to supply us with all the relevant records and information. This includes information supplied to us for the preparation of Goods and Services Tax Returns.
2. The responsibility for the accuracy and completeness of the assertions in the financial statements remains with you.
3. The financial statements will be conspicuously marked as unaudited and you will attach our disclaimer (which is in a form approved by the Institute of Chartered Accountants Australia and New Zealand) when distributing the financial statements to third parties.
4. The Inland Revenue Department penalties regime is based on voluntary compliance with a new standard of reasonable care. Penalties range from 20% of the tax omitted to 150% dependent on the seriousness of the breach, together with use of money interest, and late payment penalties.
5. Our fees are on a time basis with per hour charge rates varying, depending on the experience of staff and directors engaged. Our payment terms are 20<sup>th</sup> of the month following invoices unless agreed otherwise (in advance).

If you have any questions please discuss these with us before signing this Questionnaire.

**1 INCOME**

Please provide details of all income received:

- Interest
- Dividends
- Professional income from partnership (please attach partnership accounts)
- Rental Income
- Estate Income
- Trust Income
- Income from Overseas (wages, pensions, etc)
- Annuity, commissions, foreign exchange gains
- Share or debentures in any co-operative company in lieu of cash dividend or rebate
- Losses/Profit from a Look Through Company
- Any income where tax has not been deducted from e.g. cash jobs, tips bartending, etc

|     |     |
|-----|-----|
| YES | N/A |
| YES | N/A |
| YES | N/A |
| YES | N/A |
| YES | N/A |
| YES | N/A |
| YES | N/A |
| YES | N/A |
| YES | N/A |
| YES | N/A |
| YES | N/A |

**2 PRIVATE MOTOR VEHICLE(S) - BUSINESS USAGE**

For business use of privately owned vehicles, a claim for motor vehicle running costs is limited to business use ascertained from a daily log book

|     |     |
|-----|-----|
| YES | N/A |
|-----|-----|

With a daily log please provide:

Business kms for year \_\_\_\_\_

Total kms for year \_\_\_\_\_

Please provide details of all motor vehicle expenses e.g. petrol, insurance, servicing, and detail of any sale or purchase of motor vehicle during the year.

**3 USE OF HOME FOR BUSINESS PURPOSES**

This may include the use of an area as an office or storage room, and other use of your home for business purposes.

Please supply the following detail:

What is the percentage of your home used for business purposes? \_\_\_\_\_ %

Expenditure incurred on dwelling: (If paid from business account these should be clearly identified).

|     |     |
|-----|-----|
| YES | N/A |
|-----|-----|

- Rates \$ \_\_\_\_\_
- Water Rates \$ \_\_\_\_\_
- Interest on Mortgage \$ \_\_\_\_\_
- Electricity and Heating \$ \_\_\_\_\_
- Business Toll Calls \$ \_\_\_\_\_
- Telephone Rental/Internet \$ \_\_\_\_\_
- Insurance \$ \_\_\_\_\_
- Repairs - General \$ \_\_\_\_\_
- Repairs - Office \$ \_\_\_\_\_
- Rent \$ \_\_\_\_\_
- Others \$ \_\_\_\_\_

**4 BUSINESS EXPENSES**

Please provide details of business expenses paid privately (If paid from business account, these should be clearly identified).

- Professional membership fees \$ \_\_\_\_\_
- Mobile phone expenses \$ \_\_\_\_\_
- Training and seminars \$ \_\_\_\_\_
- Entertainment expenses \$ \_\_\_\_\_
- Subscriptions \$ \_\_\_\_\_
- Income protection/disability insurance \$ \_\_\_\_\_
- ACC \$ \_\_\_\_\_
- Business stationery \$ \_\_\_\_\_
- Travel \$ \_\_\_\_\_
- Technical Aids \$ \_\_\_\_\_
- Other (please specify) \$ \_\_\_\_\_

|     |     |
|-----|-----|
| YES | N/A |
|-----|-----|

**5 INVESTMENT**

If you held any investments (e.g. shares, unit trusts, overseas superannuation funds, crypto assets) at any time during the financial year, please provide the following information:

|     |     |
|-----|-----|
| YES | N/A |
|-----|-----|

- List of all investments held at any point in the financial year (including quantities and country)
- Market value of each investment at the start of the financial year
- Market value of each investment at the end of the financial year
- Details of any movements during the year (e.g. reinvested income, purchases or sales)

**6 INSURANCE POLICIES**

If you have an overseas life policy or Super Scheme, please provide details

|     |     |
|-----|-----|
| YES | N/A |
|-----|-----|

- Income protection insurance details.

**7 FOREIGN CURRENCY BANK ACCOUNTS**

If you have any foreign currency bank accounts, please provide details.

|     |     |
|-----|-----|
| YES | N/A |
|-----|-----|

**8 DONATIONS**

Donations Rebate – This rebate applies to charitable donations of \$5 or more made to churches, registered charities and schools (other than tuition and boarding fees).

The Inland Revenue Department may send you a form direct so that you can make your claim.

You may do this yourself or bring your details and receipts into us to complete for you.