# **CLIENT INFORMATION QUESTIONNAIRE**



## **PROFESSIONAL PARTNER**

SIGNED:

	Name:		Balance Date:	/	1		
	Address:		Phone:				
			Cellphone:				
			Email:				
	To ensure we have your correct contact details, please advise if any of the above information is incorrect.						
	For Preparation o	of Annual Financ	ial Statements/Inc	ome Tax R	eturns		
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 Engagemen complete.	nt listed on page two	and confirm that the in	nformation sup	pplied above is a	accurate and	
2.	We hereby authorise <b>Moore Markha</b> preparing our financial statements and from our Solicitor, Advisor, Employees, <b>Markhams Auckland</b> to sign Income	statutory requirement Bank, ACC or other for	s with the Inland Reven nancial institution to su	ue Departmen pply such infor	t and Registrar o	f Companies	
3.	We confirm for the purposes of the Pri Moore Markhams Auckland to enable Markhams Auckland to utilise that info way of example and not limitation, the information to our banks, solicitors or o	e them to fully advise ormation for that purpo preparation and comp	us in the management ose in such manner as	of our financia they may cons	l affairs and auth ider appropriate	orise <b>Moore</b> including, by	
4.	We confirm that <b>Moore Markhams Au</b> and/or reminder letters for taxes due. <b>Moore Markhams Auckland.</b>						

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.

	Please provide details of all income received:				
	- Interest	YES N/A			
	- Dividends	YES N/A			
	- Professional income from partnership (please attach partnership accounts)	YES N/A			
	- Rental Income	YES N/A			
	- Estate Income	YES N/A			
	- Trust Income	YES N/A			
	- Income from Overseas (wages, pensions, etc)	YES N/A			
	- Annuity, commissions, foreign exchange gains	YES N/A			
	- Share or debentures in any co-operative company in lieu of cash dividend or rebate	YES N/A			
	- Losses/Profit from a Look Through Company	YES N/A			
	- Any income where tax has not been deducted from e.g. cash jobs, tips bartending, etc	YES N/A			
2	PRIVATE MOTOR VEHICLE(S) - BUSINESS USAGE				
	For business use of privately owned vehicles, a claim for motor vehicle running costs	YES N/A			
	is limited to business use ascertained from a daily log book				
	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 bu	siness 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 - General \$				
	- Rent \$				
	- Others \$				
4	<b>BUSINESS EXPENSES</b> Please provide details of business expenses paid privately (If paid from business account, these shoclearly identified).	ould be			
	- Professional membership fees				
	- Mobile phone expenses \$				
	- Training and seminars				
	- Entertainment expenses \$				
	- Subscriptions <u>\$</u>				
	- Subscriptions \$ - Income protection/disability insurance \$ - ACC \$ - Business stationery \$ - Travel \$				
	- ACC <u>\$</u>				
	- Business stationery \$				
	- Technical Aids \$				
	- Other (please specify) \$	YES N/A			

1 INCOME

#### 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

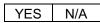
If you have an overseas life policy or Super Scheme, please provide details

- Income protection insurance details.

## YES N/A

### 7 FOREIGN CURRENCY BANK ACCOUNTS

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



### 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.