

Business Client Questionnaire

For the Year Ended 31 March 2026



Update Your Details

Business Details

Business Name:

Balance Date:

Contact Details: To ensure our records are up to date, please complete the following: **Preferred contact method**

Business Phone:

Home Phone:

Mobile:

Email:

Business Address:

Bank Account Details

Inland Revenue no longer provides the option for refunds via cheque, all tax refunds will now be paid by direct credit to a nominated bank account. It's crucial the bank account details the Inland Revenue currently hold for you are correct.

We would appreciate it if you could confirm your current bank account details by sending us a bank deposit slip or a bank statement for the relevant entities or individuals. If you can please note these below, we can then advise Inland Revenue of these details and of any changes:

Entity Name(s)

Please sign the Privacy Act authorisation on page 2.

Privacy Act Authorisation

I/We authorise Vanburwray Chartered Accountants Limited T/A Moore VBW and any employees or contractors of Moore VBW to act as our tax agent with Inland Revenue on matters relating to all tax types (except child support).

This includes authority to:

- Discuss and make enquiries verbally or in writing to Inland Revenue from time to time regarding my/our tax affairs.
- Obtain and access information via telephone, email or by online services provided by Inland Revenue.

I/We authorise any person or company to provide Moore VBW with such information as Moore VBW may require to complete the financial statements, and/or tax return(s), and any other work Moore VBW carries out on behalf of myself/ourselves.

If desirable I/we further authorise Moore VBW to furnish to any third party, information of mine/ours as Moore VBW sees fit that is requested in furtherance of our business activities.

I/We give you full authority to contact any organisation, via telephone, writing or Internet access, including banks, solicitors, the Inland Revenue Department (IRD), the Accident Compensation Corporation (ACC) and all other government agencies for the purposes of obtaining information necessary to complete the financial statements and tax return(s). I/We acknowledge that this information would not otherwise be available due to the Privacy Act restrictions, but I/we give full authority for this statement to be used as written confirmation of my/our agreement to your obtaining from any organisation for the above mentioned purposes.

I/We give you full authority to access and change information from the IRD for all tax types, this may be via telephone, in writing, Internet access or info express.

I/We authorise Moore VBW to act as my/our agent for ACC levy purposes and for all associated entities. This authorisation allows Moore VBW to query and change information on my/our ACC levy account(s) through ACC staff, and through MyACC for Business. This authority will also allow the organisation's main representative discretion to delegate access to my/our ACC information to other members of the organisation. Other delegated members of the organisation will also be able to query and change information on my/our ACC levy account(s).

I/We further authorise that all information is true and correct and is supplied under the terms pursuant to the signed Engagement letter previously issued.

Business Name:

Name:

IRD Number:

Date:

Signature:

I agree with the terms of the Privacy Act authorisation.

Questionnaire

To assist in the preparation of your annual financial statements please complete the following.

1 Banking and Cash Details	Yes	No	N/A	Comment/Details
A Do you use accounting software?				If no, please send through bank statements
B Do you have a business bank account?				Please provide bank statements for each account showing the balance at 31/3/2026.
C Cash on hand 31/03/2026?				\$ Till Float/Unbanked Sales
D Did you have any cash sales that have not been banked into your business bank account?				Please provide details.
2 Accounts Receivable and Accounts Payable	Yes	No	N/A	Comment/Details
A Do you have Accounts Receivable (Debtors – money owing to you) as at 31/3/2026?				\$ (Incl GST) Please provide an itemised list if we do not have access to this.
B Do you have Accounts Payable (Creditors – money owed by you) as at 31/3/2026?				\$ (Incl GST) Please provide an itemised list if we do not have access to this.
3 Inventories (Stock on Hand) & Work in Progress	Yes	No	N/A	Comment/Details
A Do you have stock on hand?				Total Value (at cost) \$ (Excl GST) If your stock on hand is under \$10,000 you do not need to do a stock count.
B Do you have work in progress?				Please provide a detailed list of work completed (materials and labour) that has not yet been invoiced.
4 Property, Plant and Equipment (Fixed Assets)	Yes	No	N/A	Comment/Details
A Did you purchase any new assets (over \$1,000) during the year?				Please provide details/invoices if we do not already have these.
B Did you sell/trade in or dispose of any assets during the year?				\$ (Incl GST) Please provide details/invoices if we do not already have these.
5 Loans and Borrowing	Yes	No	N/A	Comment/Details
A Do you have any existing loans?				Please provide loan statements for each loan showing the balance at year end.
B Were there any new loans or refinancing during the year?				Please provide loan statements for each loan showing the balance at year end.
6 Other Information	Yes	No	N/A	Comment/Details
A Was a vehicle used for business purposes?				Please provide business use percentage.
B Was the vehicle also available for private use?				%

6 Other Information (Cont.)	Yes	No	N/A	Comment/Details
C Did you have any goods taken for own use?				Please provide details.
D Did you pay any business expenses from your personal funds during the year?				Please provide details to enable us to claim as a deduction.
E Did you incur legal fees greater than \$10,000 during the year?				Please provide the invoices.
F Did you make any charitable donations or pay school fees during the year?				Please provide receipts as a tax rebate can be claimed (33 cents in the dollar).
G Do you have loss of earnings or income protection insurance? These are tax deductible.				Please provide details of any premiums paid.

7 Home Office	Yes	No	N/A	Comment/Details														
				Percentage of home used as office: Area of Office / Total Area of House %														
				<table border="1"> <thead> <tr> <th colspan="2">Total Costs for the Year</th> </tr> </thead> <tbody> <tr> <td>Power/Gas</td> <td>\$</td> </tr> <tr> <td>Insurance</td> <td>\$</td> </tr> <tr> <td>Mortgage Interest/ Rent</td> <td>\$</td> </tr> <tr> <td>Rates</td> <td>\$</td> </tr> <tr> <td>Phone/Internet</td> <td>\$</td> </tr> <tr> <td>Repairs & Maintenance</td> <td>\$</td> </tr> </tbody> </table>	Total Costs for the Year		Power/Gas	\$	Insurance	\$	Mortgage Interest/ Rent	\$	Rates	\$	Phone/Internet	\$	Repairs & Maintenance	\$
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Power/Gas	\$																	
Insurance	\$																	
Mortgage Interest/ Rent	\$																	
Rates	\$																	
Phone/Internet	\$																	
Repairs & Maintenance	\$																	
A Did you have a dedicated home office?																		

8 Investments	Yes	No	N/A	Comment/Details
A Do you have any income derived from overseas?				Please provide details.
B Did you earn any interest or dividends from New Zealand or overseas?				Please provide details (RWT certificates & dividend statements).

8	Investments (Cont.)	Yes	No	N/A	Comment/Details														
					Address: Rental Income: \$ Total Costs for the Year <table border="1"> <tr> <td>Interest (Please attach statements)</td> <td>\$</td> </tr> <tr> <td>Insurance</td> <td>\$</td> </tr> <tr> <td>Repairs & Maintenance</td> <td>\$</td> </tr> <tr> <td>Rates</td> <td>\$</td> </tr> <tr> <td>Agents Fees</td> <td>\$</td> </tr> <tr> <td>Phone/Internet</td> <td>\$</td> </tr> <tr> <td>Others – Please specify</td> <td>\$</td> </tr> </table>	Interest (Please attach statements)	\$	Insurance	\$	Repairs & Maintenance	\$	Rates	\$	Agents Fees	\$	Phone/Internet	\$	Others – Please specify	\$
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Repairs & Maintenance	\$																		
Rates	\$																		
Agents Fees	\$																		
Phone/Internet	\$																		
Others – Please specify	\$																		
	Did you have a rental property any rental or Airbnb income during the year? C Please provide details of income & expenses if not provided separately. 100% of interest paid on residential rental property is deductible for the 2026 year.																		
9	Bright Line Income	Yes	No	N/A	Comment/Details														
	A Did you buy or sell any residential property other than your family home during the financial year?				There are rules that may tax gains on property sales under the bright line rules. Please provide details and we will contact you to discuss the circumstances and whether bright line rules apply.														
10	Cryptocurrency	Yes	No	N/A	Comment/Details														
	A Did you own or have you traded cryptocurrency in the financial year? B If you have, did you receive any income from cryptocurrency activities?				Please provide records of all your cryptocurrency transactions and details of any crypto-related expenses.														
11	Mixed Use Asset	Yes	No	N/A	Comment/Details														
	A Do you have an asset (such as a holiday home) that is used privately, used to derive rental income, and has been vacant for part of the year? B Was the property empty for 62 days in the income year?				Please provide details of the asset including how many days it was privately used.														

Contact Us

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