

ANNUAL QUESTIONNAIRE

TRUST 2026

WAIMATE ACCOUNTANTS

• LIMITED •

Client _____

Balance Date ____/____/____

Telephone _____

Mobile _____

Email _____

Physical Address _____

(Include RAPID Number and postcode)

Engagement of Professional Services

Waimate Accountants Limited agrees to provide the following professional services:

- Preparation of financial reports and tax returns 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.
- We will report on any matters that come to our attention in the process of undertaking your work.
- We will provide any other services as are agreed upon between us from time to time.

You agree and confirm:

- You will supply all information necessary to carry out such services and will be responsible for the accuracy and completeness of such information.
- We may obtain any further information necessary for the completion of your engagement from any third party you had dealings with during the year for the named above or other entities that you have interests in that effect the financial reports. This will normally be financial institutions and legal firms.
- To authorise Waimate Accountants Limited to link to all tax types (except child support) at the Inland Revenue Department and to obtain information through all media and communication channels necessary to fulfil the agency responsibilities as your accountant and tax agent. We will not be liable for any penalties imposed by IRD as a result of incomplete records supplied to us.
- To authorise Waimate Accountants Limited to access and change information through MyACC and directly with ACC staff.
- Full terms and conditions of our engagement are available on our website.

Price and Payment

Our fees are based on hours worked charged at rates appropriate to the work performed and the levels of expertise required, plus out of pocket expenses. If requested by you we will advise you of our estimated fee for the work to be undertaken. If our costs seem likely to exceed this figure, we will discuss the matter within a reasonable timeframe.

Our fees are payable by the 20th of the month following the invoice date. In the event that it is necessary to take legal action to recover overdue accounts, all collection costs incurred by us will be incurred by you.

Signature: _____

Full Name: _____

Date Completed: ____/____/____

WAIMATE ACCOUNTANTS LIMITED
PHONE: 03 689 8551
WEB: www.waimateaccountants.co.nz
EMAIL: admin@waimateaccountants.co.nz
P O Box 64, Waimate 7960

NEW ASSETS PURCHASED OR CAPITAL IMPROVEMENTS

Asset Description	Total Paid	Date	Details of Any Asset Traded In
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(Please supply Hire Purchase Agreements if applicable).

PARTICULARS OF ASSETS SOLD OR SCRAPPED DURING THE YEAR

(Please refer to your last years fixed asset and depreciation schedule included with your financial statements)

Asset Description	Date Sold	Total Received	Tick if Scrapped	Details of Replacement Asset if Traded
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

INTEREST PAID TO FAMILY MEMBERS

Please provide details of interest paid to family members:

Name: _____ Amount Paid: _____

Name: _____ Amount Paid: _____

Please also supply copies of any Resident Withholding Tax returns filed with Inland Revenue if not prepared by us.

CLAIM FOR OTHER EXPENSES

In the event of deductible expenses being paid in cash or from a personal account, if not already advised please supply details, as these items can be included as a deductible expense if they are business related. Examples maybe newspapers, taxi fares, car parking etc.

_____ \$ _____

CASH INCOME NOT BANKED DURING THE YEAR

Please provide details of cash received but not paid into your bank account, if not already advised.

_____ \$ _____

GENERAL

Would you like a draft copy of the financial statements before they are finalised?

YES / NO

How many copies of the financial statements would you like?

REFUNDS

If my return results in a refund due, I would like the refund (tick one):

- Refunded to me in full to the following bank account:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Bank

Branch

Account Number

Suffix

- Used to offset any Provisional Tax Liability
- Applied towards my Accountancy Fees

Annual Financial Statements for the Bank – if you require a copy of your annual accounts sent to your bank, please complete the following:

Bank _____

Name of Bank Manager _____

Email Address of Bank Manager _____

Do you require any electronic copies of your Annual Report?

YES / NO

TRUST ADMINISTRATION

We appreciate that in most instances we may have attended to the necessary documentation. However, because of the potential income tax implications of not documenting such matters on a timely basis, please answer the following questions, details can be added in the Notes section below:

Have there been any changes in Trustees during the year?

YES / NO

Have there been any major changes to the Trust's activities?

YES / NO

Have there been any distributions of cash, investments or property to Beneficiaries during the year?

YES / NO

Have there been any advances to Trustees or Beneficiaries during the year?

YES / NO

Has the Trust received any gifts in reduction of debt during the year?

YES / NO

Does the Trust have a Memorandum of Wishes?

YES / NO

If yes, when was it last reviewed? _____

NOTES

Thank you for completing this questionnaire.