

Rural Business Accountants Limited
Client Information Questionnaire 2026 – Rental / Individual

Please ensure this questionnaire is completed and included with your records

Client Name: _____ Balance Date: _____

Email: _____ Phone: _____

Bank Account for Tax Refunds

Account Name: _____ Account Number: _____

I/We hereby instruct you to prepare my/our Financial Reports and Taxation Returns. I/We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. I/We understand that I am/we are responsible for the payment of all taxes. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the financial statements in so far as third parties are concerned, or the fulfilling of any statutory audit requirements. You are hereby authorised to communicate with the appropriate bankers, solicitors, finance companies, Inland Revenue Department, and other persons or organisations to obtain such further information as you may require in order to carry out the above assignments.

I/We also accept that Rural Business Accountants Ltd has the right to charge interest on overdue accounts at the rate of 1.5% per month, and that all accounts are due for payment by the first 20th of the month following invoice date. The charging of such interest will be at the discretion of Rural Business Accountants Ltd. I/We accept that any collection costs incurred by Rural Business Accountants Ltd will be fully recoverable from me/us.

Signature: _____ Date: _____

Would you like us to supply a copy of your Financial Statements to your bank? Yes ☐ No ☐

Contact Person at Bank _____

Email: _____

How do you wish to receive your end of year financial statements?

Paper/Post ☐ Electronic ☐ Both ☐

Are there other Support services you would like to discuss more?

To make our time together as meaningful and as valuable as possible for you, let us know if you would like to discuss any of the following services available:

☐	Goal Progression Support	☐	Business or Personal Finance Health Check
☐	Business Planning	☐	Changing Accounting Systems
☐	Cashflow & Profitability Improvement	☐	Payroll Processing
☐	Quarterly Management Reporting	☐	GST Processing
☐	Succession Planning	☐	Personal Finances
☐	Governance Support	☐	_____

Alternatively, what's keeping you awake at night that you would like to chat about:

.....

Rental Property

The below checklist is a summary of the key information we require.

Providing this information will reduce the number of queries and turnaround time for finalisation:

- ☐ Bank Statements and Loan Statements (*even if you use Xero or Farm Focus we require a verification of the year end account balance*)
- ☐ Copy of GST returns & workings (if not completed by our office or inside Farm Focus or Xero)
- ☐ Invoices for all Fixed Assets/Capital Purchases (*if you have purchased assets off FB or Trademe, please include screenshot evidence of the trade*)
- ☐ Interest and Dividend Certificates, including details from Portfolio Investment Entities (PIE).
- ☐ Legal Fees Invoices
- ☐ Insurance Invoices and Premium Breakdowns
- ☐ Rents Received (see Schedule 1) and expenses claimable against the property

If you prepare your own computer based cashbook, please provide the following:

- ☐ Analysis by code/Ledger Printout/Accountants Report
 - ☐ Trial Balance Printout
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Individual Records Required

Please provide us with the names of Employers/Entities you have received the following from:

- ☐ Wages
- ☐ ACC Payments
- ☐ New Zealand Superannuation

In most cases IRD will have sent us these details direct, however we do need to check all details have been included.

Additional Details:

1. Partnerships, Trusts, Estates and Companies Income (or losses)

Please supply details of income received and any changes to your partnership share, beneficiary interest or shareholding.

Details:

2. Overseas income received or Overseas rental property

Please provide details of any of the following:

- A. Interest in foreign investment that has been acquired or disposed of (i.e. company shares, unit trust, or insurance policy).
- B. Any UK Pension Schemes you have transferred to New Zealand or derived benefits from.
- C. Overseas monies received greater than \$1000NZD
- D. Overseas rental property owned

3. Any Other Income

Please attach details of any other income received:

Examples include: Income Replacement Insurance Policy – provide details of premiums and claims

Look Through Company (LTC) – If you have been allocated a share of income or losses from a LTC

4. Donations and Tax Rebates

Have you any rebates to claim? (If yes, please supply receipts.)

Yes ☐ No ☐

If yes, have you sent your rebate claim form to Inland Revenue?

Yes ☐ No ☐

Do you want us to complete your rebate claim form?

Yes ☐ No ☐

5. Expenses claimable

Please attach details of any claimable expenses:

For example, Legal Fees, Loss of Income Insurance Premiums

6. Legal Documents

Please attach any solicitor's statements, deeds and Sale & Purchase Agreements relating to any legal transactions during the year.

7. Student Loans

Do you have a student loan?

Yes ☐ No ☐

If yes, please provide us with the following information:

- Dates and amounts of any voluntary payments you have made towards your loan

- Copies of student loan statements for the year relating to your loan

Have you repaid your loan in full during the year?

Yes ☐ No ☐

8. Sale or Purchase of Residential Land or Property

Please provide details of any residential land or property bought or sold during the period.

Address	Date of Contract	Purchase Price	Sale Price
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____

9. Working for Families and Parental Tax Credit

Please supply full names, IRD numbers and birth dates of all children. Note the following:

- ☐ If you had a child born within the current financial year you may be eligible for the Parental Tax Credit, please include a copy of the child's birth certificate, or their IRD Number if you already have one.
- ☐ You may be eligible for the In-Work Payment. Please tick below if you worked for a salary or wages;
For at least 30 hours each week for a couple or;
For at least 20 hours each week for a solo parent
- ☐ Where a child is now financially independent during the current financial year, please advise the date they left school.
- ☐ If you have received Working for Families during the year, please supply the certificate issued to you by IRD.

Child's Name/School	Days per fortnight in your care	IRD No.	Date of Birth	Date Left
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

9. Trade Reward Schemes, Loyalty Points & Supplier Benefits

Please record details of where you have received any of the following from suppliers, industry groups, or trade organisations during the financial year: Loyalty or reward points redeemed in goods or services (e.g. Farm Source Rewards, trade supplier rewards programmes); Gift cards or gift vouchers; Promotional merchandise or free goods with service or other incentives provided alongside trade.

Supplier/Org:	'Gift' Received	\$ value equivalent	Was this 'gift' on-gifted to staff or a shareholder employee?

Schedule 1 – Rental Properties

Rental Property

Please provide us with your Rental Property bank statements, showing full details of all transactions relating to the property.

Income

- ☐ Copy of Annual/Monthly statements from your Real Estate Renting Agency; OR
- ☐ Schedule of rents received – showing details of each property separately
- ☐ Detail of any bond monies received (name of tenant), and signify as to whether you retained the bond or passed it to Tenancy Services (and date).
- ☐ Compensation for loss of rents. Provide details of any insurance receipts and expected payments and the period to which they related.
- ☐ A note of the number of days your properties were let during the year.

Repairs & Maintenance

Please provide invoices for any costs greater than \$1,000.

Supplier	Details of what work was carried out	Amount
		\$ _____
		\$ _____
		\$ _____

Other Expenditure

Please advise costs for the following expenses paid.

Rates	Total \$ _____	Date Paid _____
Insurance - House	Total \$ _____	Date Paid _____
- Contents	Total \$ _____	Date Paid _____
Bonds Repaid (Tenant Name)	Total \$ _____	Date Paid _____

Travel Costs

Details of actual travel costs/mileage (if applicable) for inspections, etc.

_____ Kms \$_____ Actual costs (receipts required)

☐**Rating Valuation**

Please provide a copy of your latest Rating Valuation(s).

Home Office Expenses☐

If Part of your home is set aside principally for use as an office/ workshop/ storage area, please provide the following details

Power	\$ _____	Rates	\$ _____
Insurance (Building only)	\$ _____	Repairs & Maintenance	\$ _____
Insurance (House Mortgage)	\$ _____	Cost of House & Section	\$ _____

Other	\$ _____		
Business	_____ m2	Total	_____ m2

Mixed Use Assets

☐ Do you have any mixed use assets - used for both business and privately. (e.g. Bach, Boat, Helicopter)

Number of days rented to third parties at full market rental _____

Number of days used privately or rented to associates _____