Rural Business Accountants Ltd
Client Information Questionnaire 2026 – Trust/Estate

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:

……

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)*
- [ ] List of Accounts Receivable & Accounts Payable invoices owing at Balance Date
- [ ] Stock on Hand *(and Work in Progress if relevant)*
- [ ] Details of Rental Income (See Schedule 1)
- [ ] Copy of GST returns & workings (if not completed by our office or inside Farm Focus or Xero)
- [ ] Hire Purchase Agreements including annual statements confirming the balance owing at Balance Date
- [ ] Lease Agreement Documents/Details
- [ ] Invoices for all Fixed Assets/Capital Purchases *(if you have purchased assets off FB or Trademe, please include screenshot evidence of the trade)*
- [ ] Wage reports – a month by month summary of Gross Wages and PAYE deductions, as returned to the IRD (NA if we do your wage filing)
- [ ] Interest and Dividend Certificates *Please supply copies of all certificates, including Portfolio Investment Entities (PIE).*
- [ ] Investor Summay Reports from Investment Portfolios
- [ ] Legal Fees Invoices
- [ ] Insurance Invoices and Premium Breakdowns
- [ ] Fringe benefit tax returns and workings (if not completed by us)
- [ ] Receipts of Overseas Income and/or details of Overseas rental properties
- [ ] Details of changes in Trustees and/or Beneficiaries
- [ ] Details of Distributions or Gifts made

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

- [ ] Analysis by code/Ledger Printout/Accountants Report
- [ ] Trial Balance Printout

Please ensure these records are for the full financial year and one month past Balance Date

Additional Details:

1. Mortgages/Loans at Balance Date

Supply a copy of any loan transaction statements for the financial year, including up to the end of the year. Please supply loan agreements for any new loans.

Borrower	Lender	Start Date	Details of Security	Interest Rate	Year End Balance
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Please list all guarantors of these mortgages/loans:

_____

_____

2. Partnerships, Trusts, Estates and Companies – Other Income

Please supply details of any other income received

_____

_____

3. 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

_____

_____

4. Expenses not captured in accounting software (Details Required)

For example - Legal Fees, Loss of Income Insurance Premiums, Look Through Company (LTC) Income or Losses

_____

_____

5. Changes in Trustees

Please supply details of any changes to the Trustees that we are not already aware of.

Trustee Name	IRD No	Date of Event	Addition/Removal
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

6. Changes in Beneficiaries

Please supply details of any changes to the Beneficiaries that we are not already aware of.

Beneficiary Name and Date of Birth	IRD No	Date of Event	Addition/Removal
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

7. Gifting

Please supply details of any gifts received. Please also supply supporting Deed of Forgiveness, Deed of Gift etc.

☐ Cash/Forgiveness of Debt/Value

Date	Donor Name	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. Legal Documents

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

9. Distributions

Please supply details of any distributions made to beneficiaries and indicate whether they were distributions of current year income.

Date	Beneficiary	Amount	Current Year Income	Y/N
_____	_____	_____	_____	_____

_____ _____ _____ _____ _____

10. 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
_____	_____	$_____	$_____
_____	_____	$_____	$_____

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11. Overseas income received or Overseas rental property

Please provide details of any of the following:

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

_____

_____

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12. 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

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13. 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).

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 _____