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

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

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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:

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

Please supply details of any other income received

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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

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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

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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

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 __________________