

Client Name:

Financial Year Ended: 2025

Email Address:

Postal Address:

Mobile Phone No:

Other Phone No:

It is a requirement of Inland Revenue that this questionnaire be completed in full, signed and dated by the client.

### **Authority to Prepare Tax Return and Financial Reports**

We accept responsibility for the accuracy and completeness of the information supplied, which is to be used in the preparation of our Tax Return and Financial Reports. You are not to complete an audit, or undertake a detailed review of our affairs, in order to substantiate the accuracy of the information, and therefore you are unable to provide any assurance on the Financial Reports. We understand your work cannot be relied on to detect any fraud, and that you accept no liability for the accuracy and completeness of the information supplied by us. We further understand that the Financial Reports will be prepared at our request, and for our purposes only, and that you will not be liable for any losses, claims or demands by any third person.

In order to assist in the preparation of the Financial Reports, we authorise Ainger Tomlin Ltd to contact our bank, solicitor, or any other parties who may be able to assist directly.

We agree that Ainger Tomlin Limited's payment terms being that payment is due by the 20<sup>th</sup> of the month following invoice date and acknowledge that Ainger Tomlin Ltd reserves the right to charge interest on overdue invoices and on-charge any debt collection and/or legal costs per our Terms of Engagement.

In order to comply with the Unsolicited Electronic Messages Act 2007, we agree to continue receiving emails from Ainger Tomlin Ltd.

**Full Name** \_\_\_\_\_

**Sign & Date** \_\_\_\_\_

**Bank account details for tax refunds:**

\_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_



## Checklist

Please ONLY complete the sections of the questionnaire (pages 4 to 14) where you tick "Yes" in this checklist.

	Yes	No	If 'Yes' complete
1. What accounting system have you used during this financial year?			
i. Paper based records			<a href="#">1.1</a>
ii. Electronic records			<a href="#">1.2</a>
iii. Computerised accounting system			<a href="#">1.3</a>
2. Are you completing this questionnaire for a Trust?			<a href="#">2</a>
3. Did you own a residential rental property(s)?			<a href="#">3</a>
4. Did you receive any interest or dividends during the year, or have investments in Managed Portfolio(s)?			<a href="#">4</a>
5. Did you receive any foreign income, incur foreign expenses or own foreign shares?			<a href="#">5</a>
6. Did you buy or sell any investments, property or a business during the year?			<a href="#">6</a>
7. Have you purchased or disposed of any assets during the year?			<a href="#">7</a>
8. Do you employ staff?			<a href="#">8</a>



	Yes	No	If 'Yes' complete
9. Did you have any Loans, Hire Purchase or Lease Agreements during the year?			<a href="#">9</a>
10. Did you have any Accounts Payable (Creditors) at balance date?			<a href="#">10</a>
11. Did you have any Accounts Receivable (Debtors) at balance date?			<a href="#">11</a>
12. Are you registered for GST?			<a href="#">12</a>
13. Did you receive any COVID-19 related assistance?			<a href="#">13</a>
14. Do you have Wool and/or Grain on Hand?			<a href="#">14</a>
15. Do you have Livestock on Hand?			<a href="#">15</a>
16. <b>In all cases, please complete this section on the last page</b>			<a href="#">16</a>

**If you require assistance to complete this questionnaire, please call us on (03) 343 0046**



**1. Sending your records to Ainger Tomlin**

Option Used

1.1

**PAPER BASED RECORDS**



**Deliver or Courier:**

Ainger Tomlin Ltd  
Level 1, 136 Ilam Road  
Ilam  
Christchurch

**Postal:**

Ainger Tomlin Ltd  
PO Box 8237  
Christchurch 8440

***Please send copies of all bank statements for all bank accounts for the full tax year.***

1.2

**ELECTRONIC RECORDS**



**Email:** [returns@aingertomlin.co.nz](mailto:returns@aingertomlin.co.nz)

Please note there are size restrictions on email depending on email provider.

**File sharing platform:**

Microsoft OneDrive [onedrive@aingertomlin.co.nz](mailto:onedrive@aingertomlin.co.nz)

***Please send a copy of the bank statement showing the balance at year end for all bank accounts, including loans and credit cards.***

1.3

**COMPUTERISED ACCOUNTING SYSTEMS**

Please advise system used



Xero

MYOB



Farm Focus

Other Accounting Software \_\_\_\_\_



Please send a back-up on a data stick or electronically as above. Ensure we have administrator rights and a username and password where applicable.

Any queries in relation to electronic records or computer accounting systems, call our office on (03) 343 0046.

***Please send a copy of the bank statement showing the balance at year end for all bank accounts, including loans and credit cards.***



**2 Trusts**

**To be  
sent**

**N/A**

If you are completing this questionnaire for a Trust, please provide the following records:

Details of any changes in Trustees (including the name and contact details for a new Trustee, the name of any exiting Trustee and the date of the change)

Details of any changes in Beneficiaries during the year (including the name, date of birth, address and IRD number of any new Beneficiary and the date of the change)

Copy of Trust Deed (if new or not previously provided)

Copies of any Deeds of Acknowledgement of Debt or Forgiveness in Reduction of Indebtedness actioned during the year.

Details of any Trust expenses that were not paid through the Trust

**3 Residential Rental Property**

Please provide bank statements for your rental property or property manager's annual statement.

If you do not operate a separate rental bank account, please provide the following information along with supporting documentation.

Property Address \_\_\_\_\_

Total Rent Received		Repairs	
Insurance		Mortgage Interest	
Rates		Other (detail)	

Property Address \_\_\_\_\_

Total Rent Received		Repairs	
Insurance		Mortgage Interest	
Rates		Other (detail)	



**4 Interest and Dividends, Managed Portfolios**

Please provide the following records:

**To be  
sent**

**N/A**

- A copy of all interest certificates received
- A copy of all dividend statements
- A copy of all end of year managed portfolio reports

**5 Foreign Income, Expenses and Foreign Shares**

Please provide the following records:

**To be  
sent**

**N/A**

- Details of the nature and amounts of any foreign income received and any related foreign tax credits
- Overseas shares – We require details and numbers of shares owned at the beginning of the financial year, the market value at that date, shares purchased and sold during the twelve-month period, details and number of shares owned at the end of the financial year and their market value at that time.

**6 Buying / Selling Investments, Property or a Business**

Please provide the following records:

**To be  
sent**

**N/A**

- A copy of all documentation relating to the purchase or sale of **investments** (shares, foreign investments, etc.)
- A copy of all documentation including legal statements and Sale and Purchase Agreements relating to the purchase or sale of any **property**.
- A copy of all documentation including legal statements and Sale and Purchase Agreements relating to the purchase or sale of a **business**.



### 7 Assets

To be  
sent

N/A

Please provide the following records:

#### Purchases

- A list of any assets purchased during the year including the date purchased, purchase price (GST inclusive)
- Copies of invoices for any assets over \$1,000 in value

#### Sales

- A list of any assets sold including the date sold and sale value

#### Disposals / Write Offs

- A list of assets written off / disposed of for no value during the year and the reason for the write off / disposal

### 8 Wage Records

To be  
sent

N/A

Please provide the following records

- Annual summary reports from your computerised payroll system
- Please also provide details of any remuneration owing to employees as at balance date (holiday pay, bonuses) and indicate what portion of these amounts were paid, or will be paid, within 63 days of your balance date as this is deductible for income tax purposes

**Note:** If Ainger Tomlin has prepared the payroll on your behalf, please ignore this section



### 9 Loans, Hire Purchase and Lease Agreements

To be sent

N/A

Please provide the following records:

- Copies of any agreements that have been entered into during the financial year
- Details of any agreements repaid or refinanced during the year
- Confirmation of loan balances as at balance date

### 10 Accounts Payable (Creditors)

To be sent

N/A

Please provide the following records

- Aged Payables report as at balance date printed from your accounting system or
- A detailed list of all amounts owing by you at balance date (GST inclusive) including name of creditor, type of expense and amount owing.

The total of all Accounts Payable as at balance date was

\$

If Ainger Tomlin has access to your Xero/MYOB account, please ignore this section

### 11 Accounts Receivable (Debtors)

To be sent

N/A

Please provide the following records

- Aged Receivables report as at balance date printed from your accounting system or
- A detailed list of all amounts owing to you at balance date (GST inclusive) including name of debtor and amount owing.

The total of all Accounts Receivable as at balance date was

\$

**Note:** Bad debts must be written off before balance date if you do not consider them to be collectable

If Ainger Tomlin has access to your Xero/MYOB account, please ignore this section



### 12 Goods and Services Tax (GST)

To be sent

N/A

Please provide the following records

- A copy of all workings supporting the figures on your GST returns

If Ainger Tomlin has prepared GST returns on your behalf, please ignore this section

### 13 COVID-19 Support

Please provide a brief description of the types of COVID-19 related assistance received:

Type (wage subsidy/resurgence/cashflow loan etc.)	Date Received	Amount Received

### 14 Wool and Grain on Hand as at Balance Date

These figures should be taken at balance date and adequate records retained to substantiate the values given

	Please Select	Quantity KG	Value		Total
Barley			\$	per kg	\$
Oats			\$	per kg	\$
Ryegrass			\$	per kg	\$
Small Seed	Sale		\$	per kg	\$
Wheat	Sale		\$	per kg	\$
Lucern			\$	per kg	\$
Wool	Sale		\$	per kg	\$
Other			\$	per kg	\$



### 15 Livestock on Hand – SHEEP

		Numbers
<b>Sheep Owned</b>		
Ewe Hoggets		
Ram Hoggets		
Wether Hoggets		
Two Tooth Ewes		
Mixed Age Ewes (Rising 3 & 4 year old Ewes)		
Rising 5 year old and older Ewes		
Mixed Age Wethers		
Breeding Rams		
TOTAL		

### Livestock on Hand – CATTLE

		Numbers
<b>Cattle Owned</b>		
Rising One Year Heifers		
Rising Two Year Heifers		
Mixed Age Cows		
Rising One Year Steers		
Rising Two Year Steers		
Rising Three Year and Older Steers		
Rising One Year Bulls		
Rising Two Year Bulls		
Rising Three Year and Older Bulls		
Breeding Bulls		
Total		



**Livestock on Hand – DEER**

		<b>Numbers</b>
<b>Deer Owned</b>		
Rising One Year Hinds		
Rising Two Year Hinds		
Mixed Age Hinds		
Rising One Year Stags		
Rising Two Year & Older Stags (non-breeding)		
Breeding Stags		
Total		

**Livestock on Hand – GOATS**

		<b>Numbers</b>
<b>Goats Owned</b>		
Rising One Year Does		
Mixed Age Does		
Rising One Year Bucks (non breeding) / Wethers		
Bucks (non breeding / Wethers over one year		
Breeding Bucks		
Total		

**Further Classification – Milking (Dairy) Goats**

		<b>Numbers</b>
<b>Goats Owned</b>		
Does Over One Year		
Breeding Bucks		
Other Dairy Goats		
Total		



**Other**

		<b>Numbers</b>



**Reconciliation**

**16 General - to be completed in all cases**

Please supply the following information

	<b>To be sent</b>	<b>N/A</b>
1. Copies of any invoices relating to repairs and maintenance where the amount incurred exceeds \$1,000		
2. Details of any <b>Contingent Liabilities</b> or future commitments including lease commitments, for example guarantees provided by the business or a commitment to buy a large capital item		
3. Details of the nature and value of any goods taken for personal use during the financial year		
4. Details of the amount of any income not banked into the farm bank account, for example cash taken for private use		
5. Details of any deposits received from customers / clients for goods not supplied at balance date		
6. Details of any farm expenses paid via a credit card which has not been analysed through the farm accounting systems, including copies of all credit card statements for the year with farm items identified		
7. Details of any farm expenses paid from private funds which have not been reimbursed		
8. If trading as a company:		
a) Were there any shareholder or director changes?		
b) Were there any transactions with other entities associated to the Directors (Related Party Transactions)?		
9. Details of any other matters which you feel might be relevant to determining the tax position of the business for the financial year		

**Thank you.**

Your time and effort in completing this form is much appreciated by the team at Ainger Tomlin

