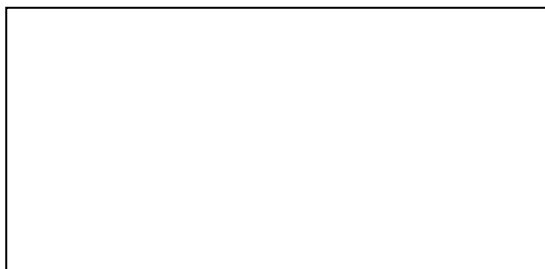


Once completed please return to:



Ainger Tomlin Ltd
Level 1, Ainger Tomlin House
136 Ilam Road, Ilam
CHRISTCHURCH 8041
PO Box 8237, Riccarton
CHRISTCHURCH 8440

TRUST CHECKLIST

WORK PHONE	_____	FAX	_____
HOME PHONE	_____	CELL	_____
EMAIL	_____	WEB	_____

BANK ACCOUNT NUMBER FOR TAX REFUNDS:

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 error and 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 to Ainger Tomlin Ltd's payment terms being that payment is due by the 20th 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.

CLIENT SIGNATURE _____ **DATE** _____

INFORMATION REQUIRED FOR YOUR FINANCIAL REPORTS

*Please ensure this form is completed in full and signed
All checklists are available to download from www.aingertomlin.co.nz*

☐ NEW TRUST

Is this the first year of the trust? Yes/No

If yes, please provide the following:

- A copy of the Trust Deed and Acknowledgements of Debt
- Trust solicitor's name and contact details
- Any sale/purchase agreements for transfers of property and/or investments

☐ TRUSTEES

Please provide the names of all current trustees

☐ BENEFICIARIES

Please provide the name, date of birth & IRD number of all current beneficiaries

_____	____/____/____	____-____-____
_____	____/____/____	____-____-____
_____	____/____/____	____-____-____

☐ TRUST DISTRIBUTIONS

Were there any distributions from the trust to beneficiaries during the year? Yes/No
If yes, please provide details.

☐ GIFTING

Was any gifting carried out during the year? If yes, please provide copies of:

- Deed of Forgiveness of Debt
- Deed of Acknowledgement of Debt
- Trustees Resolution

☐ LEGAL ISSUES

Please provide contact details of your current trust solicitor along with copies of any trust correspondence.

☐ COMPUTERISED SYSTEM

• Cloud Based Programs (eg Xero)

Invite support@aingertomlin.co.nz into the accounting system

• Desk Based Programs (eg MYOB, Quickbooks)

Email a backup with username and password to support@aingertomlin.co.nz

• All Computerised Systems

Copy of the bank statement for each bank account and credit card showing the balance as at 31 March 2018

☐ MANUAL SYSTEM

- All bank statements, cheque butts and deposit slips
- Reconciled cashbook (if prepared)

☐ GST (if applicable)

Copy of all GST returns and related workpapers

☐ INTEREST AND DIVIDENDS

Please provide all Interest Certificates and Dividend Advices. Please also provide PIE investment advices so we can review the PIR rate. You may need to print these advices.

If investments are held in a portfolio, please provide us with a copy of the full investment advisors report. If you administer these investments yourself, please provide the following details for shares held:

Shareholding	No of Shares Held	Original Cost	Date Acquired
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Please also list all term deposits, bonds and PIE investments held at 31 March 2018:

☐ OVERSEAS INVESTMENTS

If you hold any of the following foreign investments, please provide all details:

- Shares in a foreign company
- Units in a unit trust

Did you transfer any investments to New Zealand during the year?

If investments are held in a portfolio, please provide us with a full copy of the investment advisors report. If you administer these investments yourself, please provide the following details:

Investment	Country Held	Original Cost	Date Acquired	Market Value at Balance Date
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☐ **INCOME BANKED**

Has all the trust income been deposited into the trust bank account? Yes/No

If no, please provide details.

☐ **NON INCOME DEPOSITS**

Were all deposits made into your trust bank account actually trust income? Yes/No

If no, please provide details.

☐ **RENTAL INCOME**

If the trust received rental income, please complete a Rental Checklist for each rental.

If you require additional checklists, please refer to our website,

www.aingertomlin.co.nz, or contact us.

☐ **OTHER INCOME**

Please attach details of any other income.

☐ **EXPENSES PAID PRIVATELY**

Did you pay any expenses on behalf of the trust that have not been reimbursed by the trust? Yes/No

If yes, please provide details.

☐ **FIXED ASSETS**

Purchased

Date	Description of Asset	Cost
------	----------------------	------

Sold

Date	Description of Asset	Trade-In Details (if applicable)	Total Sale Price
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Please provide copies of any new Hire Purchase Agreements for asset purchases, and copies of solicitor's Settlement Statements for property sales/purchases.