CLIENT INFORMATION CHECKLIST & QUESTIONNAIRE

For the year ending 31 March 2018

1. *We provide this checklist and questionnaire to assist you in supplying the necessary information from which to complete your returns and to ensure that we are attending to your tax affairs correctly.*
2. *On completion, we ask you to sign the "Terms of Engagement" below.* Please *attach the necessary details including all relevant documents and:*
   - *Bring it with you to your appointment.*
   - *Scan and email it to us at info@murraysharma.co.nz.*
   - *Post it to us at P.O. Box 15544, New Lynn, Auckland, at your earliest convenience.*

Entity 1 ______________________ **ENTITY IRD NUMBER** ______________________

(Company / Partnership / Trust) – If there is more than one entity that requires processing please photocopy and complete for each entity.

NAME 1 ______________________ **PERSONAL IRD NUMBER** ______________________

NAME 2 ______________________ **PERSONAL IRD NUMBER** ______________________

POSTAL ADDRESS ______________________ **PHYSICAL ADDRESS** ______________________

______________________ ______________________

PHONE: WK ____________ **PRIVATE** ____________ **MOBILE** ______________________

FACSIMILE ____________ **EMAIL** ______________________________________

TERMS OF ENGAGEMENT FOR 2018

I authorise Murray Sharma & Associates Limited to prepare financial statements/income tax returns from the information and records I have supplied to you. I advise you not to complete an audit or review. I accept responsibility for the accuracy and completeness of all records and information supplied to you. I authorise Murray Sharma & Associates Limited to obtain relevant information by physical or electronic means from my bank, solicitors and government agencies in regards to completion of the assignment.

Signed ______________________________ Date ______________________

CLIENT

PERSONAL TAX INFORMATION
(2018 TAX YEAR)

		COMMENTS
1.	Summary of Earnings Forms, or Personal Tax Summaries if received by you	
	Certificates for pension incomes both *local* and *oversea*s.	
2.	**Family Support Declaration** - Names and dates of birth of dependent children if not already supplied. Please provide copies of birth certificates if new clients (or for children born in year). - Details of any Family Support Received.	
3.	**Details of other income:** - Interest Received and Withholding Tax Deducted. - Dividends & Notices of Imputation Credits or Withholding Tax. . Overseas Income	
4.	Name IRD number and income details of spouse if these are **not held by us** Name: ____________________ IRD Number: ____________________ Income: ____________________	
5.	Receipts for charitable donations or school donations / fees Receipts for a housekeeper or a childcare centre	
6.	Details of expenses against withholding payments.	
7.	**Other Taxable Benefits** Details for any taxable benefits received, e.g. ACC, sickness, unemployment, etc.	
8.	Any legal documentation relating to Trusts formed during the year. Has any annual gifting programme been completed this year?	
9.	You're Date of Birth (if it didn't appear in last year's tax return).	
10.	**Rents (Income & Expenses)** . Details of any rental income received and all outgoings on property, e.g. rates, water rates, Insurance, mortgage interest, maintenance etc. . Any legal documentation (including government valuation) relating to sales or purchases of rental properties. Rent Received (No. of week * Rate) ____________________ Less Expenditure: Agent's collection fees: ____________________ Bank Charges ____________________ Insurance ____________________ Mortgage Interest ____________________ Power ____________________ Rates (general) ____________________ Water Rates ____________________ Repairs & Maintenance ____________________ Others ____________________	

BUSINESS INFORMATION
(2018 TAX YEAR)

A If we complete your monthly processing, questions 1 & 2 do not apply.
B If we complete your GST Returns, questions 1 & 2 do not apply.
C. Please attach an additional sheet outlining all creditors, debtors and stock.

		Yes	No	N/A	Comments
1.	**Cash Records** Bank Statements (check sequence and details) Cash book Cheque butts Deposits books Petty Cash Books Computer Records *e.g.* MYOB, Pastel Disks Other *e.g. Credit Cards, Barter Cards, Personal Cash* Have you clearly marked any bankings that are not Sales? Do you make any payments from cash received that you have not banked?				
2.	**Goods & Services Tax Returns** Copies of GST Returns with work papers for the full tax year (if the returns are not being filed by us) Fringe Benefit Tax Returns PAYE Returns				
3.	List of *Creditors* as at Balance Date (including (GST) List of Debtors as at Balance Date (including GST) Stock Valuation as at Balance Date				
4.	**Fixed Assets** Purchased or Sold (including GST) Date Description Purchased/Sold ________ ________________ _______________ ________ ________________ _______________ ________ ________________ _______________ ________ ________________ _______________ ________ ________________ _______________ ________ ________________ _______________ Was the money you received from the Sale of Assets banked in your Business Bank a/c? Are Hire Purchase Agreements relating to the above, attached? Was any trade-in involved for any assets purchased?				
5.	**Loans** Existing Loans: " Closing Balance (or attach loan bank statements) " Interest rate New Loans Copy of agreement attached? Are Terms and Interest Rate shown? Bank Statement or Loan a/c? Were any loans settled during period?				

		Yes	No	N/A	Comments
6.	Are there any business expenses paid from personal sources/private expenses paid from business account? If **YES** give details and amounts: __________ __________ __________ __________ __________				
7.	Home Office Claim (office, garage, storage) Is home office claimed? Please fill in all sections of the attached Home Office Claim Schedule. Details of private portion of expenses such as motor vehicle, travel, entertainment, if not established last year.				

Annual Home Office Claim Form
For the year ended 31/3/2018

Home Owner	
House Purchase Price	$
Land Value	$
Building Value	$
Total area of your Home	(Sq. Meters)
The area used for home office	(Sq. Meters)
Home Expenses	
(as at 31/3/2018)	
Insurance:	
Home (Building):	$
Contents	$
Mortgage Interest	$
Power	$
Rates (General)	$
Rates (Water)	$
Repairs and Maintenance	$
Telephone	$
Tenant (you are renting the house)	
Rental (no. of Week* Rates)	$
Power	$
Contents Insurance	$
Total area of the house	(Sq. Meters)
The area used for home office	(Sq. Meters)