

# BUSINESS INFORMATION

**PLEASE NOTE:** *The Penalties Regime came into effect on 1 April 1997. It is the taxpayer's responsibility to ensure that all information is true and correct!*

Please answer **ALL** questions, whether yes/no/not applicable.

Have you included the following information with your records?

## RECORDS REQUIRED

YES/NO/NA

**Bank Statements** for the full year for all business accounts

**Cheque Butts** for the full year for all bank accounts as supplied above

**Cash Expenses** fill in attached schedule

**Deposit Details** for the full year for all bank accounts as supplied

**Cashbook** complete with reconciliations – if applicable

**GST Returns** and detailed work papers for the full year

**FBT Returns** and workings for the full year – if applicable

**Log Book** to be completed every 3 years for 3 months

**Wages and PAYE** details with a list of employees and their gross earnings

**We require all details of wages paid, together with wages book, employer deduction receipts (IR345) and employer monthly schedules.**

**Interest & Dividends received certificates** showing RWT / imputation credits

If the following items are relevant to your business, please give full details on the schedules provided.

## ACCOUNTS RECEIVABLE

**Debtors (people who owe you)** please fill in attached schedule

\$ \_\_\_\_\_  
GST Incl/Excl

**Bad Debts** written off during the year \$ \_\_\_\_\_  
GST Incl/Excl

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**ACCOUNTS PAYABLE**

**Creditors (people you owe money to)** please fill in attached schedule \$ \_\_\_\_\_  
GST Incl/Excl

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**INVENTORY**

**Stock on Hand** – valued at lower of cost or market selling value \$ \_\_\_\_\_  
GST Incl/Excl

**Work in Progress** – valued at lower of cost or market selling value \$ \_\_\_\_\_  
GST Incl/Excl

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**CASH ON HAND**

Was there any cash on hand at balance date? \$ \_\_\_\_\_  
(This could consist of till float, petty cash, sales made but not yet banked)

Provide details of any income that was banked to an account other than your usual bank account.

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**OVERDRAFT FACILITY**

Limit Available \$ \_\_\_\_\_

Current Overdraft Interest Rate \_\_\_\_\_%

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**LOANS/MORTGAGES**

We require the balances of any loans/mortgages owed by you as at your balance date.

Most lenders provide statements or annual certificates showing repayments during the year and the current balance. Please provide these details.

If you have raised any new mortgages, loans or hire purchase contracts, please provide all details as to where funds were used, and the current interest rate, term, repayment structure and security.

Please detail how loan/s are secured, e.g. assets, personal guarantee.

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**SALE AND PURCHASE OF FIXED ASSETS**

Provide details of purchases and/or sales of vehicles, plant & equipment, land, buildings on attached schedule.

In particular, if land and/or buildings were purchased and/or sold, please supply the solicitors' settlement statements and Sale and Purchase Agreements.

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**LAND AND BUILDINGS**

If you own land and buildings, you may have received an updated rating valuation.

If so, please provide a copy of the valuation notice.

**Land Value**         \$ \_\_\_\_\_

**Capital Value**     \$ \_\_\_\_\_

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**NEW ZEALAND AND OVERSEAS SHARES**

Have you bought or sold any shares during the year?

**YES/NO/NA**

Please list details of shares purchased and or sold during the year.

<b>Company Name</b>	<b>Quantity</b>	<b>Cost \$</b>	<b>Sale Value \$</b>
_____			
_____			
_____			
_____			
_____			
_____			

If so, please provide a list showing the type of investment, the number of shares, the country in which the investment is held, the original cost and if possible the market values as at 1 April 2008 and 1 April 2009 **OR** please attach this information from your Investment Advisor.

Type of Investment	No of Shares	Country	Original Cost	Market Value at 01.04.08	Market Value at 01.04.09

If you received any overseas income, please provide details of gross income and any taxes paid overseas.

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Did you receive any distributions from Unit Trusts? Please attach advice notes.

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**OTHER DETAILS REQUIRED**

**Motor Vehicles** If you have kept a log-book for a business vehicle, please provide details of the portion that is private. (You must keep a log-book for a 3 month period every 3 years to justify this. This does not apply to company-owned vehicles which are subject to FBT). \_\_\_\_\_%  
Private Portion

**Home Office Use** If you have an office/garage/workshop at your home that is used for business purposes, you may be entitled to a deduction for a portion of the expenses paid on your house. Please provide details of the following (indicating whether gross or net of GST).

**NOTE:** Depreciation claimed on your dwelling will be assessable as depreciation recovered when the house is eventually sold or ceases to be used for business (assuming it is sold or valued at more than cost).

To avoid unexpected future taxation on the depreciation recovered you may elect not to depreciate the house.

I/We wish to claim the business portion of the house depreciation		Yes/No	
Mortgage Interest Paid	\$ _____	Electricity	\$ _____
Rates	\$ _____	Rent	\$ _____
Insurance (Dwelling & Contents)	\$ _____	Repairs	\$ _____
Cost of home less land value, plus additions	\$ _____		
What is the building constructed of? Timber brick etc.	_____		
Total area of house (incl garage/workshop)	_____ sq m/sq ft		
Total area of office/garage/workshop for business use	_____ sq m/sq ft		

**Goods Own Use** Have you taken goods for private use? e.g. stock items or other goods included in business purchases. If so, please provide the value at cost. \$ \_\_\_\_\_  
GST Incl/Excl

**Private Portion Expenses** Were any private expenses paid from the business account? e.g. private telephone/gas/electricity/rates/car expenses etc. If so, please ensure these are clearly detailed on cheque butts/cashbook.

**Entertainment Expenses** Details of the type of entertainment you provided are required. Please attach invoices for accounts paid for employee functions, client entertaining, or sufficiently label your cheque butts or cashbook.

**Insurances** Please provide the original or copy of insurance premium invoices (vehicles, buildings, contents etc.) issued by your insurance company or broker at time of renewal.

Have you paid Mortgage Protection Insurance, Income Protection/Accident & Sickness Insurance, Key Employee Insurance, Temporary Life Insurance (securing a term loan/mortgage)? Please provide a copy of the policy document as you **MAY** be entitled to a deduction for the amount of the premiums paid.

**Other Benefits** Did you provide any of the following types of benefits to employees:

		<b>Value</b>
Subsidised Transport	Yes/No	_____
Telephones – Mobiles etc. (if yes, percentage of private use)	Yes/No	_____
Goods/services for own use	Yes/No	_____
Housing Rent	Yes/No	_____
Employer paid Child Care	Yes/No	_____
Loans	Yes/No	_____

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**COMPANIES ADDITIONAL INFORMATION**

1. We require details of any indemnities the company has given and insurances effected for directors or employees of the company against monetary losses as a result of actions undertaken by them in the course of their duties.

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2. We require details of all non-cancellable operating leases held by the company over plant, office equipment, motor vehicles and land and buildings.

Operating leases consist of any lease, which the company is liable to pay even if the company ceases to trade, e.g. rent for premises, vehicle leases etc.

We require the monetary totals split into the following:

- Current
- 2 Years
- 3 – 5 Years
- 6 Years

3. We require details of any interest any director has in any transactions or proposed transactions with the company other than directors remuneration, e.g. does the company rent premises owned by any director.

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4. How many employees does the company have?    Full Time \_\_\_\_\_  
Part Time \_\_\_\_\_

5. Has anything occurred during the year or since your company's balance date that may have a significant or material effect on the business, e.g. loss of assets, litigation proceedings etc.

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