

## Trust Information Questionnaire

# Nexia New Zealand

### ANNUAL TRUST QUESTIONNAIRE

**Taxpayer Name:**

**Financial Year Ended:**

**Contact Person:**

**Email Address:**

**Phone Number:**

**Fax Number:**

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

This firm is mindful of providing efficient and cost effective service. Fees are charged on a time basis, therefore a well ordered submission of all data will enable us to complete your financial accounts with the minimum of delay.

Please complete the questionnaire in full and sign as requested. We are unable to start your work until these tasks have been completed.

### Nexia New Zealand Chartered Accountants

Nexia House, Level 4, 123 Victoria Street,  
Christchurch 8013 P O Box 4160,  
Christchurch 8140

Telephone: (03) 379 0829

Fax: (03) 366 7144

Email: [office@nexiachch.co.nz](mailto:office@nexiachch.co.nz)

Website: [nexia.co.nz](http://nexia.co.nz)

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## Nexia New Zealand

### ANNUAL TRUST QUESTIONNAIRE

Please complete the checklist below to determine which parts of the questionnaire you need to complete.

**Only complete the section of the questionnaire if you answer 'yes' to the relevant question. It is a requirement of Inland Revenue that this questionnaire be completed in full, signed and dated by the client.**

**This is a general TRUST questionnaire. If your Trust is in business, please complete the Business Questionnaire.**

	YES	NO	If "Yes" complete
1. Trust information (in all cases, please complete this section)	<input type="checkbox"/>		A1
2. Did the Trust purchase or dispose of any fixed assets during the year?	<input type="checkbox"/>		A2
3. Did the Trust have any Loans or Hire Purchase Agreements during the year?	<input type="checkbox"/>		A3
4. Did the Trust buy or sell any Real Estate or Investments during the year?	<input type="checkbox"/>		A4
5. Did the Trust have a property, boat or plane which is used both privately and for income earning use, and is also unused for 62 days or more?	<input type="checkbox"/>		A5
6. Was any Interest or Dividends received during the year, or were any investments in a Managed Portfolio Scheme?	<input type="checkbox"/>		A6
7. Did the Trust receive any foreign income or incur any foreign expenses or own foreign shares?	<input type="checkbox"/>		A7
8. If you would like us to prepare your personal tax return, please complete the Individual Questionnaire	<input type="checkbox"/>		A8
9. General information (in all cases, please complete this section)	<input type="checkbox"/>		A21

#### **DECLARATION**

I accept responsibility for the accuracy and completeness of the information supplied in this questionnaire which is to be used in the preparation of my financial statements. You are not to complete an audit, nor do I wish you to undertake a detailed review of my affairs in order to substantiate the accuracy of my information, and therefore you are not asked to provide any assurance on my financial statements. I 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 me. I further understand that the financial statements will be prepared at my request and for my purposes only and that you will not be liable for any losses, claims or demands by any third person.

I also accept responsibility for all other records and information supplied to you other than those listed above. I accept responsibility for any failure by me to supply all relevant records and information to you.

I ..... hereby authorise Nexia New Zealand to obtain from any third party any records or information you require for the purpose of preparing my Financial Statements and Income Tax returns accordingly, any such third party is authorised to provide you with information required.

**Signed:** .....

**Date:** .....

**If you require assistance to complete this Questionnaire please call us on (03) 379 0829**

**A1. General Trust Information**

Please provide the following records (if any):

- Details of any changes in Trustees (including the name and contact details for a new Trustee, the name of any existing 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)
- Copies of any Deeds of Acknowledgement of Debt or Forgiveness in Reduction of Indebtedness actioned during the year
- Details of any Gifts made to the Trust during the year (including copies of Gift statements)
- Details of the Taxable Income of any beneficiary that we do not complete a personal Income Tax Return for
- Details of any beneficiary expenditure that was not paid through the Trust

Enclosed	N/A

**A2. Assets**

Please provide the following records:

Purchases

- A detailed list of any assets purchased during the year including the date purchased, purchase price (GST inclusive) and advising if the asset purchased was new or second hand
- Copies of invoices for any assets over \$500 in value

**Enclosed      N/A**


Sales

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

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Disposals/Write offs

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

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**A3. Loans and Hire Purchase Agreements**

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
- Loan account statements (if available)

**Enclosed      N/A**


**A4. Buying/Selling Real Estate and Investments**

Please provide the following records:

- 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 real estate

**Enclosed      N/A**


**A5. Mixed Use Assets**

You have a mixed use asset if, during the tax year, it's used for both private use and income earning use, and it's also unused for 62 days or more. The rules apply to any:

- Property, regardless of cost price or current value e.g. a holiday home
- Aircraft or boat which had a cost or market value of \$50,000 or more when you bought it

Please note "private use" of an asset is by you, your family or associated people. It can also include when the asset is used by a non-associated person who pays you at less than 80% of market rate.

If you have any of the above – please advise:

- Details of income earnings days
- Days it was used privately
- Days it was unused
- Income from income earning days and "private" days
- Expenses relating to the asset for the year e.g. rates, power, insurance, fuel, etc

Enclosed	N/A

**A6. Interest and Dividends, Managed Portfolio Schemes**

Please provide the following records:

- A copy of all Resident Withholding Tax certificates received
- A copy of all Dividend Advice notices
- Please supply information from your financial planner detailing opening balances, movements, income received and closing market value as at balance date, and deductible fees incurred.

Enclosed	N/A

**A7. Foreign Income/Expenses or Foreign Shares**

Please provide the following records:

- 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 the number of shares owned at the end of the financial year and their market value at that time.
- Details of the nature and amounts of any expenses paid to people or businesses who are not New Zealand residents.
- Details of any investment with OM-IP, MAN investments, or Liontamer investments

Enclosed	N/A

**A8. Individuals**

For details of your Individual (personal) income you should complete the INDIVIDUAL INFORMATION QUESTIONNAIRE.

**A9. General (to be completed in all cases)**

Please supply the following information:

- Copies of all insurance invoices
- Copies of any invoices relating to repairs and maintenance where the amount exceeds \$500
- Details of any **Contingent Liabilities** or future commitments including lease commitments, (e.g. guarantees provided by the Trust) or a commitment to buy a large capital item.
- Details of any Trust expenses paid from private funds which have not been reimbursed by the Trust.
- Details of any **other matters** which you feel might be relevant to determining the tax position of the business for the financial year.

Enclosed	N/A

**Finalisation of Accounts and Tax Refunds**

1. How many bound copies of the Financial Statements do you require?

2. If you would like a PDF copy of the Financial Statements then please print the email address you want it sent to here:

3. If you are due a tax refund and you would like it applied against Nexia New Zealand fees, please sign here:

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Thank you.

Your time and effort in completing this form is much appreciated by the team at Nexia New Zealand.