Trust Information Questionnaire

Nexia New Zealand

Annual Investment Trust Questionnaire

Taxpayer Name:

Financial Year Ended:

Contact Person:

Email Address:

Phone Number:

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

This firm is mindful of providing efficient and cost-effective service. Fees are charged on a time and cost basis; therefore, a well-ordered submission of all data will enable us to complete your financial statements and tax returns in the most efficient manner.

Please complete the questionnaire in full and sign as requested. If you require assistance, please call us on (03) 379 0829.

Nexia New Zealand

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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.

This is an investment TRUST questionnaire. If your Trust is in business, please complete the Business Questionnaire

	Yes	No	If 'Yes' complete
1. General Trust information (in all cases, please complete this section)			A1
2. What accounting systems have you used during this financial year?			
• Accounting software (e.g. Xero)	☐	☐	A2
• A manual system or no system	☐	☐	A2.1
• Nexia NZ processed my transactions internally during the year	☐	☐	
3. Did you have investments in a managed portfolio?	☐	☐	A3
4. Did you receive any NZ or Interest Income? *	☐	☐	A4
5. Did you receive any PIE Income? *	☐	☐	A5
6. Did you receive any overseas income? *	☐	☐	A6
7. Did you hold any cryptocurrency (e.g. Bitcoin) during the financial year?	☐	☐	A7
8. Do you own residential rental property?	☐	☐	A8
9. Did the Trust purchase or dispose of any fixed assets during the year?	☐	☐	A9
10. Did the Trust buy or sell any property or investments during the year?	☐	☐	A10
11. 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?	☐	☐	A11
12. Do we prepare your personal tax return?	☐	☐	A12
13. General information (in all cases, please complete this section)			A13

*Outside of a Managed Investment Portfolio

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 taxation return. 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 taxable income.

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 tax return 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 required for the purpose of preparing my Financial Statements and Income Tax Returns.

Signed: .... Date: ....

Nexia New Zealand

Trust Information Questionnaire

A1 General Trust Information

Please provide the following records (if any):

	Enclosed	N/A
• A copy of any deeds for a change in Trustee during the year and the contact details for the new Trustee.	☐	☐
• A copy of any deeds for a change in beneficiary during the year and the date of birth, address and IRD number for any new beneficiaries.	☐	☐
• Copy of trust deed (if new)	☐	☐
• Copies of any deeds of acknowledgement of debt executed in the financial year.	☐	☐
• Copies of any deeds of forgiveness of debt executed in the financial year	☐	☐

A2 Accounting Software

What software are you using? Software: Version:

Please provide the following:

	Enclosed	N/A
• A back up of your data (if applicable)	☐	☐
• Password to access your accounting software (if applicable)	☐	☐
• Copies of bank statements at balance date	☐	☐

Copies of the following reports printed from your software if we do not have access:

	Enclosed	N/A
• Profit and Loss for the year	☐	☐
• Detailed General Ledger for the year	☐	☐
• Trial Balance as at balance date	☐	☐
• Balance sheet as at balance date	☐	☐
• Bank Reconciliations as at balance date	☐	☐

A2.1	Manual System or no System	Enclosed	N/A
	Please provide the following records:		
	• Your cashbook (if one is kept)	☐	☐
	• Bank statements for the full year (transactions clearly narrated)	☐	☐

A3	Managed Investment Portfolio	Enclosed	N/A
	• Please provide a copy of your end-of-year tax and investment reports provided by your Investment Advisor.	☐	☐

A4	NZ Interest or Dividend Income	Enclosed	N/A
	• Please provide copies of all dividend statements, interest statements and RWT certificates for the year.	☐	☐

A5	PIE Income	Enclosed	N/A
	• Please provide a copy of your annual PIE tax statements.	☐	☐

A6	Overseas Income	Enclosed	N/A
	• Please provide full details of all overseas income received, including dividends, interest etc. Also provide details of any foreign tax credits attached to the income.	☐	☐
	Please also provide the following details for any Foreign Investment Funds (FIFs) owned:		
	• Number of shares owned at the beginning of the financial year and the market value. • Details of shares purchased and sold during the 12-month period. • Confirmation of the number of shares held at the end of the financial year and the market value.	☐	☐
	It is important to identify specific dates and the currency applicable, as the financial amounts must be translated to New Zealand Dollars.		

A7	Cryptocurrency	Enclosed	N/A
	• Have you in the past year transferred, bought, or sold cryptocurrency/NFT's on an exchange or platform (e.g., Openseas.io, Easy Crypto)? If so, what is the value in USD?	☐	☐
	• Have you in the past year received income in cryptocurrency or provided services in exchange for ERC-20 tokens? If so, please provide a CSV export of the wallet used to receive the income (e.g., Metamask, Exodus)	☐	☐

A8	Rental Income	Enclosed	N/A
	• Details of rental income received	☐	☐
	• Details of rental expenses incurred, including insurance, rates, repairs etc.	☐	☐

A8	Rental Income	Enclosed	N/A
	• Copies of loan statements for the full year for all loans	☐	☐
	• Property Management statements (if applicable)	☐	☐
	• Did you rent your property for emergency, transition, social or council housing purposes at any time during the year? If so, please provide details.	☐	☐

A9	Assets	Enclosed	N/A
	Please provide the following records if not available in your accounting software: **Purchases**		
	• A detailed list of any fixed 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 detailed list of any assets sold, including the date sole and sale value	☐	☐
	Disposal/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	☐	☐

A10	Buying/Selling Investments or Property	Enclosed	N/A
	Please provide the following records:		
	• A copy of all documentation relating to the purchase or sale of investments (shares, bonds etc.)	☐	☐
	• A copy of all documentation including settlement statements and sale and purchase agreements relating to the purchase or sale of any property	☐	☐

A11 Mixed Use Assets

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

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

Note: "Private use" of an asset is by you, your family or associated persons. It also includes 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:	Enclosed	N/A
• Number of days income earned *(excluding any day's income earned from "private use")*	☐	☐

A11	Mixed Use Assets	Enclosed	N/A
	• Number of days used privately	☐	☐
	• Number of days unused	☐	☐
	• Total income received *(where rented or hired at more than 80% of market value, by non-associated persons)*	☐	☐
	• Expenses relating to the asset for the year e.g. rates, power, insurance, fuel	☐	☐

A12 Individuals

For details on your individual (personal) income please complete the Individual Information Questionnaire

A13	General (to be completed)	Enclosed	N/A
	Please provide the following information:		
	• Copies of any invoices relating to repairs and maintenance where the amount incurred exceeds $1,000 (if not available in your accounting software)	☐	☐
	• Details of any Contingent Liabilities or future commitments (including lease commitments, for example, 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 Trust for the financial year	☐	☐

General Questions

	YES	NO
Has your address changed during the period?	☐	☐
If yes, please let us know your current address:		
Has your contact phone number changed during the period?	☐	☐
If yes, please let us know your current contact number:		
Do you require your accounts by a specific date?	☐	☐
If yes, please specify date:		

Thank you

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