

BUSINESS INCOME & CLIENT QUESTIONNAIRE

<p align="center">BUSINESS NAME</p> <p>.....</p> <p>.....</p>
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Please complete and email this form, to arrange completion of your Accounts & Tax Returns for the year.

TAX YEAR ENDING 31 MARCH _____

<p>PLEASE EMAIL ALL INFORMATION REQUESTED</p> <ul style="list-style-type: none"> • Do Not post any information • A Summary of information is requested, not every expense invoice. <p><u>Financial & Bank Records</u></p> <ul style="list-style-type: none"> • Include summary of all Business Income & Expenditure in a spread sheet summary, for all business bank accounts & credit cards. • Bank reconciliations for the above. • If you use Xero, the above should already be available in Xero. • Details of Cash on Hand @ Balance Date. • Solicitor Statements or other Contracts relating to sale & purchase agreements, business purchases, hire purchases & loans. <p><u>Inland Revenue & Tax Return Records</u></p> <ul style="list-style-type: none"> • GST, Wages & FBT calculations. • Interest & Dividend Statements (business & personal). • Note, we will get personal wages information direct from IRD. <p><u>General Information</u></p> <ul style="list-style-type: none"> • Were all receipts banked into the business bank a/c? Yes/No • Where amounts were not banked into business bank a/c's, summarise what was personal exp & business exp. • Value of goods taken for private use @ cost including GST. • Private use % of a business motor vehicle • (supported by a%) log book for 3 months, every 3 years). • Accounts Receivable (money owed to you) @ balance date. • Accounts Payable (money owed by you) @ balance date. <p><u>Fixed Assets</u></p> <ul style="list-style-type: none"> • Email details of assets purchased or sold during the year. Include a copy of any Purchase/HP agreements, chattels valuations, etc. <p><u>Stock on Hand/Work in Progress</u></p> <ul style="list-style-type: none"> • Value of stock on hand & work in progress @ balance date. This value should be based on the lower of cost or market value (including allocation of overheads for WIP), & excl GST. 	<p align="center">Tick if Emailed</p>
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Owner Changes

- For companies & partnerships, has there been any changes to shareholding or partners during the year? (show dates & changes).

Home Office

- Do you have an area set aside at home as a business office?
Yes/No
- If Yes, please complete the following:

Mortgage Interest	\$.....	
Rent/Rates	\$.....	
Power	\$.....	
Insurance	\$.....	
Repairs & Maintenance	\$.....	
Phone/Internet (% used for business)	\$.....%

Size of Office & Work areasSqM

Total size of all buildings & work areasSqM

TERMS OF ENGAGEMENT

I/We authorise **Optimal Business Services Ltd** to act as our agent for all Tax Revenues and Types. We accept responsibility for the accuracy & completeness of the information supplied which is used in the preparation of our financial statements and/or tax returns. Optimal Business Services Ltd are not required to complete an audit and we accept therefore that their work cannot be relied upon to detect error or fraud. We further understand that the financial statements will be prepared at our request and for our purposes only and that Optimal Business Services Ltd or their employees will not be liable for any losses, claims or demands by any third person.

We further acknowledge that payment for fees in relation to the work undertaken will be made once an invoice is issued. **Note that, any related Tax Returns will not be sent to the IRD for processing, and no further work will be undertaken by us, until full payment for the invoice is received.**

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Clients Signatures

Once this form is completed, please email to us.

OPTIMAL BUSINESS SERVICES LTD

Member, Tax Agents Institute of NZ

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