NUMB1Z
CHARTERED ACCOUNTANTS

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4 April 2017

HAVE WE GOT YOUR CORRECT ADDRESS?

HAS YOUR PHONE NUMBER CHANGED?

e-mail:

Dear Client,

2017 ANNUAL FINANCIAL STATEMENTS

It's time to gather and bring in your paperwork for the financial year ended 31 March 2017 (or balance *dates betwen 1/10/2016 and 30/09/2017).*

The following list contains all the relevant questions that will allow us to use your information to finalise your tax accounts. Please answer ALL the questions. Where lists of information are required please compile separate schedules and attach.

If you feel you need to discuss your case/situation with us please telephone to make an appointment and we will be happy to assist you in completing your questionnaire and will check through your papers.

We would be grateful if year end papers could be forwarded to us as soon as possible following your balance date.

Please note we complete the work on a first in first served basis upon receipt of this checklist. If you require your records to be completed urgently you need to advise the date required by and the reason for this. We also need to know if the information has to be sent to a third party, such as the bank.

Yours sincerely
NUMB1Z Ltd

Moira Robertson-Brown
(Director)

YE2017nB1

NUMB1Z
CHARTERED ACCOUNTANTS

2017 ANNUAL ACCOUNTS INFORMATION

The following list contains all the relevant information that will allow us to use your information to finalise the tax accounts. Please answer ALL the questions. Where lists of information are required please compile separate schedules.

Tick the relevant box if the information is enclosed, or "N/A" if the schedule is not required.
By giving this information, we will be able to efficiently prepare your end of year taxation accounts and returns.
If you are not sure of any of the information required, please contact us.

BUSINESS ACTIVITY

If we did your GST returns last year please start from question 6 below:		Enclosed	N/A
1. **BASIC DATA REQUIRED**	If we do NOT process your data through "BankLink" or other system or we have NOT processed your GST, please bring in all documents and work papers associated with doing your GST. If not registered for GST please bring in all paperwork relating to your business including bank statements, credit card statements, cheque butts, deposit slips supplier invoices, sales invoices and receipts (this may be written documents or computerised hardcopies).	☐	☐
NB.	*We may need to check details of your supplier's invoices and your sales invoices/receipts records for coding purposes, so please supply them.*		
2. **SALES INVOICES** and **RECEIPTS**	Please supply sales invoices including Livestock and Wool Sales accounts. Letters/Advice for Rebates, Share Issues etc and invoices for Insurance Refunds & Rates Rebates Notices.	☐	☐
3. **GST**	Returns and working papers for each period.	☐	☐
4. **MORTGAGE OR LOAN STATEMENTS & HIRE PURCHASE AGREEMENTS**	Loan statements showing interest and principal details.	☐	☐
5. **SOLICITORS STATEMENTS**	Business legal transactions such as property purchases, sales, finance arrangements.	☐	☐
Start here if we did your GST returns last year:		Enclosed	N/A
6. **BANK STATEMENTS, CREDIT CARD STATEMENTS, LOAN STATEMENTS**	Please supply a copy of your last bank, credit card and loan statement which show the transactions covering the year end 31 May 2016.	☐	☐
7. **CASH INCOME & EXPENSES**	Please supply details of any cash income during the year that was not banked or was banked into another account. Please advise of cash purchases made during the year that were either paid in cash or paid through another bank account.	☐	☐
8. **CASH ON HAND**	Please advise how much cash you had on hand at 31 March 2015. This might be petty cash or cheques received but not deposited at 31 May 2016	____________	
9. **CASH & PRODUCT TAKEN FOR OWN USE**	Please advise the value of cash taken for your own use.	____________	
	Please advise the value of product taken for your own use.	____________	
10. **FIXED ASSETS**	Please supply invoices of assets purchased or sold during the year, together with details of how they were financed eg HP agreements. Please ensure *trade-in details* and date of transaction are provided.	☐	☐
11. **ACCOUNTS RECEIVABLE** - (Debtors) (GST Inclusive)	List amounts *owing **to** you* at balance date for goods and services supplied before balance date, but not paid as at balance date and indicate against any amount that you consider unlikely to receive payment for. Exclude those already written off during the year.	☐	☐
12. **ACCOUNTS PAYABLE** - (Creditors) (GST Inclusive)	List amounts *owing **by** you* at balance date for purchases received before balance date, but not paid as at balance date, indicating name of creditor, amount and nature of the debt (eg Purchases of stock, PAYE, Maintenance, etc).	☐	☐

Enclosed N/A

13. STOCK ON HAND All stock on hand at balance date should be counted and valued, at at **cost or market value** which ever is the lowest, **GST exclusive** if registered for GST. (Market value is what the goods can be sold for.) Can be an estimated if the stock is less than $10,000 ☐ ☐

LIVESTOCK For **FARMERS** there is a Livestock form attached. ☐ ☐

14. WORK IN PROGRESS
Please advise the value of any work started by not yet complete or invoiced at 31 March 2017. ☐ ☐

15. VEHICLE RUNNING For each vehicle being run for business and private use please state from Log Book Records :-

Vehicle	Kms for Yea	Business %

NB. *Log books must be kept for at least three months every three years so if it is three years or more since you ran a log book you must renew your log records again.*

16. USE OF DWELLING FOR BUSINESS PURPOSES
This may be the use of an area as an office or storage room, etc.
Please supply the following details: --
Expenditure incurred on dwelling: ((*If paid from business account these should be clearly identified*). ☐ ☐

Rates	$	Insurance (*not contents*)	$
Interest on Mortgage	$	Repairs	$
Electricity and Heating	$	Telephone Rental	$
Rent Paid	$	Business Toll Calls	$
Other (detail please)	$	Other (detail please)	$

(*Documents should be available if required*)

If not advised previously or if there are changes please detail the following:

Total Area of Home	
Area of Home used for Business	

17. RENTS RECEIVED Please supply details of rents received and list expenses paid ☐ ☐

Number of months property let: ☐

Rent Received	$
Expenses	
Interest	$
Repairs	$
Rates	$
Insurance	$

(*Please list assets purchased or sold separately.*)

18. WAGES & PAYE INCOME If you do your own payroll please supply your wages records including copies of PAYE Returns and wage books or print outs from your system. ☐ ☐

PERSONAL/INVESTMENT INCOME

Enclosed N/A

19. PERSONAL INCOME Details of any other income such as income from trusts, director's fees, family interests.
NB IRD send your salary and/or wages details direct ☐ ☐

20. INTEREST RECEIVED Please supply us with all certificates from your Bank and any other investment source, including family. ☐ ☐

21. DIVIDENDS Please supply us with any *Dividend Advices* you may have.
Please supply us with any records on Share purchases & Sales ☐ ☐

22. ESTATE, TRUST or PARTNERSHIP INCOME
Please supply information received by you.
If not available list source, nature and amount of income or loss. ☐ ☐

23. OVERSEAS INCOME
Please supply information received by you.
If not available list source, nature and amount of income or loss. ☐ ☐

24. **OVERSEAS INVESTMENTS**
Please supply copies of foreign bank accounts, shares owned, life insurance policies held & superannuation funds held. ☐ ☐

25. **NON-COMPLYING TRUST**
Do you have an interest in a non-complying trust. This is a trust whose settlor is resident in NZ, but the Trustees are non-resident in NZ. ☐ ☐

26. **OTHER INCOME** Including details of Rental or Business income ☐ ☐

27. **INCOME PROTECTION INSURANCE**
Please supply information of payments made for income protection insurance where you received a taxable income in the event that you are injured or ill. ☐ ☐

28. **DONATION RECEIPTS FOR SCHOOLS OR CHARTITIES**
Please supply all receipts for donations made to schools or charties of $5.00 or more. ☐ ☐

29. **RATES REBATE FORM**
Do you require a Rates Rebate From to be completed? Generally if your earnings under $42,000 and rates are between $1,200 and $3,500. ☐ ☐

30. **WORKING FOR FAMILIES TAX CREDITS (WFFTC)**
Are you registered and entitled to receive working for families tax credits? Do you have children & have not registered, should we look to see if you are entitled
Please complete the attached form ☐

31. **STUDENT LOAN**
Do you have a student loan? Do you have other sources of income?
Please complete the attached form. ☐

32. **PERSONAL TAX REBATE**
There is only one now:-
"Independent Earner Tax Credit", which applies to earnings between $2000-$4000 gross per month, or $24,000 to $48,000 pa.
How many months would this apply to you? ☐

33. **GENERAL** Please advise any other matters that may affect your taxable income and tax calculation. ☐ ☐

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Under normal circumstances your year-end financial work would be handled on a first served basis, so please advise if your Financial Statements are required urgently.
If urgent please state why? ____________________________________

And what date are they required by? ☐ ☐

OVERSEAS PENSIONS

Are you receiving a pension from a foreign superannuation scheme or annuity fund that may be subject to Tax in the country of origin? If so please arrange a meeting so we can discuss and assess any NZ Tax consequences. Do you intend to bring that fund back into NZ, if so you will need to discuss the move before you do so. ☐ ☐

Yes I/we wish NUMB1Z Ltd *to prepare and compete my/our 2017 accounts and tax return.*

As you will now be aware, The Hive Chartered Accountants Ltd - Carterton is now a stand-alone company known as NUMB1Z Ltd *effective the 1st April 2017.*

Currently, the accounting services provided to you, are provided using the benefit of BankLink's services. You have previously signed a client authority form allowing your bank and BankLink to disclose your personal banking data to The Hive Chartered Accountants Ltd. Rather than request you execute a new authority form under the new name, we will consider that you are happy for your existing authority be extended to apply to NUMB1Z Ltd *unless you tell us otherwise.*

By signing below you are reconfirming the Engagement Letter previously signed by you and re-authorise NUMB1Z Ltd *to seek information it requires for the performance of its assignments from any organization including your solicitors, bankers, finance companies, IRD and ACC.*

Please note that both ACC and IRD now have a facility that enables us to make some changes to their records online, where we notice some posting error or minor credits which need transferring to another period. Your signature here will give us your authority to make such changes.

Name: ____________________ Signed: ____________________

YE2017nB2 Date: ________________ 2017