

Financial Statements – 2023

Trust Questionnaire



Client / Entity Name	
Balance Date	31 st March 2023
Email	
Mobile Phone	

Please sign the authorisation below, complete this questionnaire and send to us along with your records.

Authorisation to Access Information

To: Lynda Stevenson Chartered Accountants Limited.

You are hereby authorised to communicate with my/our bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to carry out the preparation of my/our financial statements and tax returns.

I/We authorise you to act as my/our Agent for Inland Revenue Department matters, and to have access to all tax types and all tax information pertinent to the completion of my financial statements and tax returns until further notice. This includes obtaining information through all Inland Revenue media and communications channels.

I/We accept responsibility for the accuracy of the information provided to you. I/We are also responsible for any tax consequences that result.

Signature _____

Date _____

**Thank you for completing the questionnaire
Please ensure you sign this page**

Records Required For 12 months to Balance Date	✓	Comment
Gift Statements & Trust Deed		
<p>Please provide details of any gifting done through the financial year. This includes the following;</p> <ul style="list-style-type: none"> • Trust Deed • Copy of gift statement • Copy of deed of acknowledgement of debt • Copy of deed of forgiveness of debt. <p>(These are generally prepared by your solicitor).</p>		<p>Solicitor Name _____</p> <p>Contacts _____</p> <p>_____</p>
Interest Received		
<p>Please provide a copy of all interest certificates.</p>		
Dividends Received		
<p>Dividend payment advice will accompany dividend payments received indicating withholding tax deductions or imputation credits. Please provide details of ALL dividends received and share investments.</p>		
Other Income & Expenses		
<p>Rents Received Please complete Rental Questionnaire.</p> <p>Business Income Please complete Business Questionnaire.</p> <p>Overseas Investments Details of all foreign investments and income.</p>		
Accounts Receivable (Debtors) – See attached Schedule 1		
<p>All accounts or amounts owing to you at balance date should be scheduled</p>		
Accounts Payable (Creditors) – See attached Schedule 2		
<p>All accounts or amounts owing by you at balance date should be scheduled</p>		

Active Trust			
Is the Trust active		Yes	No
If No, do you wish to retain the Trust		Yes	No
Other Information			
Details of anything else we should be aware of in relation to the preparation of your accounts.			
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Thank you for completing this questionnaire

Don't forget to sign the Authorisation on page 1

Schedule 1 – Accounts Receivable/Payable (Debtors) Amounts owing to you at 31 March 2023

Name of Debtor	Description of Sale	Code	Net Amount	GST	Total Incl GST
Totals					

Schedule 2 – Accounts Payable (Creditors) Amounts owing by you at 31 March 2023

Name of Creditor	Description of Goods	Code	Net Amount	GST	Total Incl GST
Totals					