

2025 Business Questionnaire

for the income tax year starting 1 April 2024 to 31 March 2025

Please ensure you sign and return this questionnaire with all relevant information. Please mark the ENCLOSED box to confirm information is enclosed. If question is not applicable please mark the N/A box.

Note: Incomplete information will result in a delay in starting your accounts and may increase costs to you.

Name:

Nature of business:

A TYPE OF INFORMATION

ENCLOSED N/A

1. MANUAL CASHBOOK

(Book or spreadsheet recording receipts and payments)

Please provide bank statements confirming balances reconcile to cashbook

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2. COMPUTERISED ACCOUNTING SYSTEM

Please provide a back up and complete enclosed Computerised System Checklist

☐ ☐

3. OTHER

Please provide bank statements, credit card statements and cheque books

☐ ☐

Please ensure all transactions have clear descriptions

B ASSETS

ENCLOSED N/A

4. BANK ACCOUNTS/CREDIT CARDS

Please provide year end statements and closing balances

☐ ☐

\$

5. CASH ON HAND

Please provide year end amounts of any unbanked cash

☐ ☐

\$

6. ACCOUNTS RECEIVABLE (INCLUDING GST)

Please provide details of amounts owed to you at year end

☐ ☐

\$

7. WORK IN PROGRESS (WIP)

(Includes material, labour and overhead costs)

Please provide details of WIP at year end (Excluding GST)

☐ ☐

\$

8. STOCK/INVENTORY ON HAND

Please provide details and cost (Excluding GST) at year end

(Note: Stock should be physically counted and records retained to substantiate amounts)

☐ ☐

\$

9. FIXED ASSETS

(Buildings, plant and equipment, office equipment, furniture etc.)

Please provide purchase details

(Invoices for items over \$1,000, sale and purchase agreements, settlement statements and an appropriate business use %)

☐ ☐

\$

Please provide details of any trade-ins/insurance payout

☐ ☐

\$

Please provide details of any assets sold or written off

(This should include market values for any assets taken for private use)

☐ ☐

\$

10. HAVE YOU SOLD ANY PROPERTY PURCHASED ON OR AFTER 29 MARCH 2018

Please provide details of property sales

(Including sale and purchase agreements, settlement statements and valuation)

☐ ☐

\$

11. INVESTMENTS

(NZ and foreign shares, superannuation, insurance policies etc.)

Please provide details of any investments

(Details should include original cost, purchases, sales etc.)

☐ ☐

\$

C LIABILITIES

ENCLOSED N/A

12. ACCOUNTS PAYABLE (INCLUDING GST)

Please provide details of amounts you owe at year end

☐ ☐

\$

13. GOODS AND SERVICES TAX (GST)

Please provide GST returns and workings

☐ ☐

\$

GST adjustments

(Please include workings for any adjustments made during the year i.e. import GST paid etc.)

☐ ☐

\$

14. LOANS AND MORTGAGES

Please provide loan statements/summaries

☐ ☐

\$

Please provide details of new or refinanced loans

(Including term of loan, private use, properties used for security, any establishment fees etc.)

☐ ☐

Loan establishment fees

☐ ☐

\$

Early repayment/break fees

☐ ☐

\$

15. FINANCE LEASES/HIRE PURCHASE (HP)

Please provide details of any finance leases/hire purchases

(Including sale and purchase agreements, lease agreements and details of leased asset, e.g. vehicle etc)

☐ ☐

\$

16. SECURITIES/DEBENTURE/LIEN/GSA/PPSA

Please provide details of any securities held over the business

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17. CONTINGENT LIABILITIES

Please provide details of any contingent liabilities

☐ ☐

D INCOME
ENCLOSED
N/A
18. HAS ALL INCOME BEEN RECORDED IN THE BUSINESS BANK ACCOUNT?

(If not please advise how this income has been applied e.g. used cash to pay expenses)

☐ ☐
19. INTEREST/DIVIDENDS RECEIVED

Please provide interest and dividend statements

☐ ☐

\$

20. OTHER INCOME

Please provide details of any other income

☐ ☐

\$

21. WAS 80% OF THE BUSINESS INCOME GENERATED FROM ONE CLIENT/CUSTOMER?
☐ Y ☐ N

E EXPENSES
ENCLOSED
N/A
22. ACCIDENT COMPENSATION (ACC LEVY)

Please provide ACC invoices

☐ ☐

\$

23. BAD DEBTS

Please provide details of accounts receivable written off

☐ ☐

\$

24. FRINGE BENEFIT TAX (FBT)

Please provide FBT returns and workings

☐ ☐

\$

25. HOME OFFICE EXPENSES (YEARLY)

Electricity/gas

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\$

Insurance (Dwelling and contents)

\$

Rent or interest on mortgage

\$

Rates (Including water rates)

\$

Repairs and maintenance (Office area only)

\$

Office floor space

 m²/ft²

Total house floor space

 m²/ft²

Home telephone line rental

\$

Home telephone business calls

\$

Internet costs

\$

Would you like to use IRD's "Square Metre Rate Ratio"?

☐ Y ☐ N

26. REPAIRS AND MAINTENANCE (R & M)

Please provide invoices for R & M of more than \$1,000

☐ ☐

\$

2025 Business Questionnaire

27. VEHICLE EXPENSES

Please provide information from log book based on 3 months within last 3 years

☐ ☐

Business Kilometres Travelled \$

\$

Total Kilometres Travelled \$

\$

28. WAGES

Please provide PAYE returns

☐ ☐

Holiday pay which had been paid within 63 days of year end

\$

F SMALL BUSINESS LOAN

YES NO

29. DID YOU RECEIVE / REPAY / TOP UP ANY SMALL BUSINESS LOAN?

☐ ☐

G COMPANY INFORMATION

ENCLOSED N/A

30. DIVIDEND DISTRIBUTIONS

Please provide details of dividends paid for the year

☐ ☐

\$

31. CAPITAL COMMITMENTS

Please provide details of any capital commitments

☐ ☐

\$

32. CHANGES IN COMPANY DETAILS

Please provide information regarding any changes to the company
(e.g. Director/shareholder changes, address changes)

☐ ☐

PLEASE CONTACT US IMMEDIATELY IF A SHAREHOLDER/DIRECTOR IS MOVING OVERSEAS

H HOW WOULD YOU LIKE TO SEND US YOUR DOCUMENTS

via Xero Portal

☐

via Email

☐

Hard Copy

☐

I HOW WOULD YOU LIKE TO RECEIVE YOUR COMPLETED DOCUMENTS

Collect documents from PKF Withers Tsang office

☐

Collect documents and meet with accountant/partner to review the results

☐

Courier to home/office address

☐

Post to home/office address

☐

Email and post copies to home/office address

☐

(Please note we are not responsible for any loss of documents sent via courier or post and a courier (signature required) must be used if package is too large for standard NZ postal delivery)

Your Name:

Signature:

Company Names (if applicable)

Designation:

Email:

Phone:

Postal Address:

Date:

PLEASE REMEMBER TO COMPLETE THE TERMS OF ENGAGEMENT