



## 2025 BUSINESS QUESTIONNAIRE

Do NOT use this one for a Rental - there is a different questionnaire

NAME:

Circle Answer

**1a BANK STATEMENTS – this applies to BUSINESS bank accounts ONLY – if NOT on MYOB**

For all accounts **ALL** bank statements for **THE FULL YEAR** from 1 April 2024 to 31 March 2025

Supply - Main Trading Account – business one only	Yes	No	N/A
- Savings Account – business bank accounts only	Yes	No	N/A
- Other Account – business bank accounts only	Yes	No	N/A
- Credit Card - only if used for Business as well as personal – see 11	Yes	No	N/A

**OR CASHBOOK** – provide summary and detailed cashbooks and ledgers Yes No N/A

**1b BANK STATEMENT – if are on MYOB - WE NEED ONE BANK STATEMENT FOR EACH ACCOUNT SHOWING THE BALANCE AT 31 MARCH 2025**

For all accounts that are used for the business please supply the statement that shows 31 March 2025

- Main Trading Account – business one only	Yes	No	N/A
- Savings Account – business bank accounts only	Yes	No	N/A
- Other Account – business bank accounts only	Yes	No	N/A
- Credit Card - only if used for Business as well as personal – see Q 11	Yes	No	N/A

**1c CODING REPORT - if are on MYOB (used to be BankLink)**

Yes No N/A

IF YOU NORMALLY RECEIVE AN ANNUAL CODING REPORT it will be sent to you soon. **However, if you do not receive it please phone or email us to request it.**

**2 WRITE DETAILS ON BANK STATEMENTS IF NOT ON MYOB**

Yes No N/A

For all accounts for the year. Write on each line what the deposit or withdrawal was for – E.g. Sales, Income or Telephone, Purchases, Fuel, Repairs, Asset etc.

**3 OVERDRAFT FACILITY**

Yes No N/A

Do you have an authorised overdraft facility? How much?

\$ \_\_\_\_\_

What is the interest rate on the authorised overdraft?

\_\_\_\_\_ %

**4 UNBANKED INCOME / CASH FLOAT**

Yes No N/A

Did you retain a cash float at year end?

\$ \_\_\_\_\_

Any income received before 31 March 2025 not banked until April

\$ \_\_\_\_\_

**5 INCOME BANKED INTO PERSONAL ACCOUNTS OR CASH TAKEN FROM SALES AND NOT OTHERWISE ACCOUNTED FOR**

Yes No N/A

Attach full details – date, who from, \$ amount and whether GST accounted for

**6 CASH PAYMENTS FROM SALES**

Yes No N/A

Was cash taken to pay expenses, or on personal items? If yes provide details

7	<b>GST RETURNS</b>	Yes	No	N/A
	Attach a copy of ALL GST returns and <u>workings</u> .			

<b>8</b>	<b>FBT RETURNS</b>	Yes	No	N/A
	Attach a copy of ALL FBT returns and <u>workings</u> .			

9 GOODS TAKEN FOR OWN USE		Yes	No	N/A
During the financial year were any goods taken for private use. If yes what was the total amount taken? (incl. GST)				
	\$			

10	IMPORTING GOODS – CUSTOMS & FREIGHT INVOICES	Yes	No	N/A
	If you import goods then please supply <b>ALL</b> invoices relating to the imported goods, Purchase, Customs & Freight Invoices			

11	<b>EXPENSES PAID PRIVATELY OR WITH PERSONAL CREDIT CARD</b>	Yes	No	N/A
	<p>Did you pay for any business expenses with personal funds? (If yes provide a list showing date, who to, what for, amount, and whether GST was claimed <b>OR</b> credit card statements with business expenses highlighted and detailed)</p>			

<b>12</b>	<b>REPAIRS AND MAINTENANCE</b>	Yes	No	N/A
	Attach copies of invoices for all repairs and maintenance <b>over \$1,000?</b>			

13	<b>STOCK – only needed if more than \$5,000</b>	Yes	No	N/A
	Stock take done on 31 March 2025 - Attach the stock count sheets of your required physical stock count or advise the total stock figure excluding GST. <i>(Stock should usually be valued at cost price)</i>			
	\$			

<b>14</b>	<b>WORK IN PROGRESS – only if more than \$5,000</b>	Yes    No    N/A
	<b>Was any work partly completed, but not charged to customers at 31 March 2025?</b>	
	<b>Assess the value of work done as follows:</b>	
	Cost of material supplied to balance date	\$ _____
	Plus, cost of labour supplied up to balance date	\$ _____
	Value of work in progress at balance date	\$ _____

15	DEBTORS / ACCOUNTS RECEIVABLE	Yes	No	N/A
	List of accounts outstanding at year end, after writing off bad debts. (Amounts owing to you by your customers i.e. invoiced before 31 March but not paid till April or later)			
	<i>Debts considered "BAD" need to be physically written off ledger PRIOR to 31 March.</i>			

Name	Type of Income	GST incl \$

16 CREDITORS / ACCOUNTS PAYABLE		Yes	No	N/A
List of all accounts owing at year end (Amounts owing by you to your suppliers)				
<i>These are invoices received that are dated March but not paid until April or later</i>				

[illegible]

**17 LEGAL EXPENSES** Yes No N/A  
**Attach copies of invoices for all legal fees in the last financial year**

**18 ENTERTAINMENT EXPENSES** Yes No N/A  
 If you are audited are you able to provide details of all entertainment expenses? i.e. Who entertained? Why?

**19 LOAN STATEMENTS** Yes No N/A  
 Provide copies of Loan statements showing interest and principal paid for the year.

**20 NEW MORTGAGE / LOAN DETAILS** Yes No N/A  
**Attach a copy of any other NEW Mortgage / Loan / HP agreements**

**21 ASSETS – PURCHASED OR SOLD – Greater than \$1,000** Yes No N/A  
 If there have been any assets sold or purchased during the financial year, please provide details and invoices (receipts) – remember to include motor vehicles here  
**Assets are items with a life of more than 1 year that cost more than \$1,000**

**Assets Purchased**

Description	Date	\$	Invoice Attached
			Tick <input type="checkbox"/>
			Tick <input type="checkbox"/>
			Tick <input type="checkbox"/>
			Tick <input type="checkbox"/>
			Tick <input type="checkbox"/>
			Tick <input type="checkbox"/>

**Are any of these on Hire Purchase (HP) or was a loan taken out?** Yes No N/A  
 If so, provide a copy of the hire purchase or loan agreement.

**Assets Sold or Scrapped**

Description	Date	Sold/ Scrap	\$

**22 DONATIONS / SPONSORSHIP RECEIPTS** Yes No N/A  
 Attach ORIGINAL receipts for all Donations (or Sponsorship) that were made during the year

**23 HOME OFFICE – Do you have an area set aside as an office in your home?** Yes No N/A

**Actual amounts not estimates please**

Body Corp fees	\$	Electricity/Gas	\$
Gardening	\$	Repairs – rest of house	\$
Insurance – contents	\$	Repairs – office area only	\$
Insurance – house	\$	Rates – Council & Regional	\$
Phone - Business tolls & cell phone only	\$	Water rates	\$
Interest on Mortgage	\$	Broadband/Internet	\$
Rent	\$	Telephone, home – rental only	\$
Other specify.....	\$	Other specify.....	\$

Total area of house \_\_\_\_\_ Total area of office \_\_\_\_\_

Did you move during the year? Yes / No Date of Move \_\_\_\_\_  
**If you did move, please provide month by month breakdown for all the expenses that apply above**

- 24 **DO YOU HAVE A BOAT, BACH or HOLIDAY RENTAL?** Yes No N/A  
If you rent it out to the public **AND** you use it yourself then we need the details as shown below.  
If you are not sure if it applies to you – please ask  
**If so, we need the following information:**

	<u>No. of Days</u>	<u>Rent Paid</u>
		\$
Number of days rented or leased to independent 3 <sup>rd</sup> parties	_____	_____
Number of days used by you or your family	_____	\$ _____

**PLEASE PROVIDE A DETAILED LIST OF DATES, NAMES, AMOUNTS ETC**

- 25 **MOTOR VEHICLES** Yes No N/A  
**A) Logbook**

Is your vehicle logbook less than 3 years old? Business Use \_\_\_\_\_ % Yes No N/A  
If **NO**, keep one for the next 3 months and advise us of the business %  
*Please note a detailed and accurate logbook must be completed for a 3-month period every 3 years or motor vehicle expenses will be limited to a maximum of 25% of expenses – i.e. if you can justify 25% - without a logbook may be difficult*

**OR** Number Km's

**B) Mileage** - the total number of kilometres traveled for business \_\_\_\_\_

***Remember - you must be able to justify this mileage with a logbook or similar (don't guess!)***

Vehicle Make and Model \_\_\_\_\_

Fuel Type – e.g. Petrol, Diesel, Hybrid, Electric \_\_\_\_\_

- 26 **INTEREST RECEIVED – Bank, PIE & KiwiSaver** Yes No N/A  
Attach Interest certificates & RWT Certificates – while we get some details from IRD we need to check

- 27 **DIVIDENDS RECEIVED** Yes No N/A  
Attach Dividend certificates or obtain report from Link or Computershare

- 28 **BUSINESS DESCRIPTION** - Please write in a description of what your business does

\_\_\_\_\_

- 29 **NZBN – Please supply your NZ Business number**

\_\_\_\_\_

- 30 **CORRESPONDENCE & NEWSLETTERS** Via Email or NZ Post

- 31 **BANK ACCOUNT FOR IRD REFUNDS** – Name of Account, plus Account number

\_\_\_\_\_  
Name on Bank Account eg Jo Bloggs

\_\_\_\_\_  
Bank account Number in full

**32 UPDATE CONTACT DETAILS - PLEASE complete email / phone even if you think there are no changes**

**Postal Address:**

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**Work Phone:** .....

**Home Phone:** .....

**Fax Number:** .....

**Physical Address:**

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**Cellphone:** .....

**Email:** .....

**33 OTHER INFORMATION AND INTENTIONS**

Yes No N/A

What plans do you have that might be relevant to your tax situation?

E.g. sale/purchase rental or business, moving into import/export, expected large increase/decrease in sales, re-locating overseas, opening an overseas branch etc. Details below:

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**34 I CERTIFY THAT** the information provided in this document is true and correct to the best of my knowledge; and that I have provided all the relevant documentation and data needed.  
Further Evelyn Mae Ltd has authority to act on our behalf with IRD for ALL tax types:

Signature

Date

Name in Full:

IRD Number: