

Investors Statements Questionnaire – 2018



The checklist is in several parts as detailed below.

Please complete the sections where they apply to you and your entity.



Sections	
Update of Personal Information / Family Details	Required (pages 2 – 3)
Records Required – Business Information	Required (Pages 4 - 5)
Records Required - Investor & Other Information	Required (Page 6)
General Information	If Applicable (Page 7)
Supporting Schedule	
Rental Property Checklist (Schedule 1)	If Applicable (Page 8)

Please complete the Authorisation below as this authorises us to contact necessary organisations, for example your bank or insurance company, to obtain information that is required to complete your accounts or taxation returns.

Authorisation

The attached Schedules of information and **enclosed** Accounting Records represent all our business transactions for the 2017/2018 financial year. I/We authorise *Young Read Woudberg Limited* to compile Financial Statements from the records and data supplied. Unless otherwise agreed, we agree to *Young Read Woudberg Limited's* standard memorandum of engagement terms, which are available at www.yrw.co.nz.

The Financial Statements are to be compiled as Special Purpose Financial Statements tailored to meet my/our specific information needs. General purpose Financial Statements will be compiled where I am/we are unable to elect, or contract for, the preparation of special purpose reports.

I/We do not require *Young Read Woudberg Limited* to complete an audit or review.

I/We accept responsibility for the accuracy and completeness of all records and information supplied to *Young Read Woudberg Limited*.

Young Read Woudberg Limited are hereby authorised to communicate with my Bankers, Solicitors, Finance Companies, Inland Revenue Department, Accident Compensation Corporation and other persons or organisations to obtain such further information as they may require in order to carry out the above assignments in respect of all our business and taxpayer entities.

Entity Name

Person to Contact with Queries

Phone Number

CLIENT SIGNATURE

← SIGN HERE

If you have a deadline for the preparation of these financial statements and tax return please specify reason and date required.

- **Date Required:** _____
- **Reason:** _____

Update of Personal Details

Preferred Postal Address	_____		
Preferred Email Address	_____		
Preferred method of communication	Email	<input type="checkbox"/>	Hard Copy <input type="checkbox"/>
Business Physical Address	_____		
Home Address	_____		
Home Phone	_____	Fax	_____
Work Phone	_____	Mobile/s	_____
Name	_____	Date of Birth	_____
Name	_____	Date of Birth	_____
ACC Number	_____		

Family Details

1)	<p>Children details Please complete the following:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Name of Child</th> <th style="width: 20%;">Date Left School (if applicable)</th> <th style="width: 20%;">Tertiary Institute</th> <th style="width: 20%;">Date of Birth</th> <th style="width: 15%;">IRD Number</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Name of Child	Date Left School (if applicable)	Tertiary Institute	Date of Birth	IRD Number																	
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<p>Student Allowance letter required</p>				Yes	No																		
2)	<p>Working for Families Tax Credits Have you received any regular payments? Have you had any changes in family circumstances? If yes, provide full details, for e.g. Shared custody arrangements Your relationship with your spouse or partner (including a civil union or defacto partner) commenced or ended during the year. Provide dates.</p>	Yes	No	Yes	No																		
3)	<p>Hours of Work If you are in a single parent family do you work more than 20 hours per week? If you are in a two parent family are your combined hours of work more than 30 hours per week? If you and/or your spouse or partner started or stopped working the required hours during the year please attach details of the dates involved.</p>	Yes	No	Yes	No																		

Family Details continued

<p>4) Child Support Have you received / paid any Child Support during the year?</p>	<p>Yes No \$ _____</p>		
<p>5) Other Payments Received Have you received any other payments from any person or entity that was used for the family's day to day living expenses? If you have answered yes, please advise amount received and nature of the payment. \$ _____ Nature of Payment _____</p>	<table border="1"> <tr> <td data-bbox="1300 342 1386 562">Yes</td> <td data-bbox="1386 342 1481 562">No</td> </tr> </table>	Yes	No
Yes	No		

Other Details

<p>1) Would you like us to forward a copy of your Financial Statements to your bank? Name of Bank _____ Contact Person _____</p>	Yes	No
<p>2) Please advise the details of the Solicitor currently acting for you / your business _____</p>		
<p>3) Bank Account details for Direct Lodgement of Rebates (i.e. donations), if applicable Name of Account Bank and Branch Full Bank Account Number</p>		

Records Required

Business Information

Please provide the following files and / or hard copy information as requested below

<p>A Computerised Accounts (only complete where system file given)</p> <ul style="list-style-type: none"> Complete End of Year processes (please contact our office should you require assistance). <p>System Files:</p> <ul style="list-style-type: none"> CD / USB Flash Drive enclosed Emailed to lindie@yrw.co.nz (click on email address to open a new email, attach your backup file and send to our office, please include your entity name in the message area) <p>System Details:</p> <ul style="list-style-type: none"> Package: _____ Version: _____ Username: _____ Password: _____ 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>No</p> <p>No</p> <p>No</p>
<p>B Computerised Accounts (complete where system file <u>not</u> given)</p> <ul style="list-style-type: none"> Complete End of Year processes (please contact our office should you require assistance). General Ledger printout for the financial year (detailed transaction list in account sequence) Trial Balance printout for the financial year 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>No</p> <p>No</p> <p>No</p>
<p>C Non Computerised Accounts Manual Cash Book / Bank Statements / Cheque Butts / Deposit Slips</p>	<p>Yes</p>	<p>No</p>

Please provide the following information (where applicable)

<p>1) Bank Statements Please provide copies of the bank statements covering balance date, and a bank reconciliation where one has been completed</p>	<p>Yes</p>	<p>No</p>
<p>2) GST Returns Copies of all GST returns filed with the Inland Revenue Department during the year, including all workpapers and supporting documents used in calculating the GST returns.</p>	<p>Yes</p>	<p>No</p>
<p>3) Loans / Hire Purchases Have you taken out a new loan, hire purchase or lease-to-own agreement since your last balance date? If yes, please provide loan balances as at balance date, statements, summaries and / or documentation of the new agreements or any change in borrowings including interest rates and security details.</p>	<p>Yes</p>	<p>No</p>
<p>4) Copies of invoices for:</p> <ul style="list-style-type: none"> Legal expenses Overseas business travel (diary record of business and private days) Repairs & Maintenance – items costing greater than \$500 Entertainment Insurance ACC 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p>

<p>5) Other Source Records:</p> <ul style="list-style-type: none"> • Invoices / Statements • Invoice Books • Petty Cash Books 	<p>Yes Yes Yes</p>	<p>No No No</p>
<p>6) Property Transactions: Copies of :</p> <ul style="list-style-type: none"> • Sale & Purchase Agreements • Legal Statements 	<p>Yes Yes</p>	<p>No No</p>
<p>7) Office at Home / Workshop Did you use any part of your home or garage to store business related tools, vehicles, financial records or to prepare your books?</p> <p>If yes, please provide the following: Area of house _____sqft/m Area of Basement/Garage _____sqft/m Area used for Business: Office _____sqft/m Workshop _____sqft/m Garage/Storage _____sqft/m</p> <p><u>Household Expenses:</u></p> <p>Interest paid on mortgages \$ _____</p> <p>Rent paid (if house rented) \$ _____</p> <p>Rates (including water rates) \$ _____</p> <p>Power (Electricity and Gas) \$ _____</p> <p>Repairs to office / workshop \$ _____</p> <p>Insurance (House & Contents) \$ _____</p> <p>Any other house expenses (specify) –</p> <p>_____ \$ _____</p> <p>_____ \$ _____</p>	<p>Yes</p>	<p>No</p>

Investor & Other Information

1)	Income Did you receive any income from paid wages / superannuation? If yes, the IRD will send us your Summary of Earnings automatically.	Yes	No																
2)	Rebate Information Please provide receipts for Donations made	Yes	No																
3)	Other Income Did you receive any other income, for example from estates or trusts, annuity / pensions ? If yes, attach a copy of supporting documentation <table border="0"> <thead> <tr> <th><i>Person Receiving Income</i></th> <th><i>Source / Type of Income</i></th> <th><i>Gross</i></th> <th><i>Tax Paid</i></th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>\$ _____</td> <td>\$ _____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>\$ _____</td> <td>\$ _____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>\$ _____</td> <td>\$ _____</td> </tr> </tbody> </table>	<i>Person Receiving Income</i>	<i>Source / Type of Income</i>	<i>Gross</i>	<i>Tax Paid</i>	_____	_____	\$ _____	\$ _____	_____	_____	\$ _____	\$ _____	_____	_____	\$ _____	\$ _____	Yes	No
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4)	Portfolio Summary Reports Do you use an investment manager or advisor? If yes, please provide a copy of any portfolio summary reports received in respect of the year.	Yes	No																
5)	New Zealand - Interest / Dividends / Portfolio Investment Entities (PIE) Income Did you receive any income from these sources? If yes, please provide advice notices	Yes	No																
6)	Overseas - Interest / Dividends / Other Income / Pensions / Superannuation Did you receive any income from these sources? If yes, please provide income distribution details We also require the following information for each shareholding: <ul style="list-style-type: none"> • Name of the Company and the number of shares held • Market Value of these Shares as at 31 March 2018 • Details and documentation of all sales & purchases • Details of share reinvestments Do you have any interest in a foreign company, unit trust, life insurance policy, pension fund or super scheme? If yes, please provide details	Yes	No																
7)	Rental Income (including Air B & B) Did you receive any rental income? (IF YES, COMPLETE SCHEDULE 1)	Yes	No																
8)	Income Protection Insurance Do you have Income Protection Insurance? If yes, please attach a copy of the invoice.	Yes	No																
9)	Kiwi Saver Do you belong to Kiwi Saver? If yes, Name of Provider _____ Please provide a copy of your end of year tax statement to check that the tax rate being applied is correct based on your income.	Yes	No																

General Information

Please complete if applicable:

Estate Planning & Asset Protection

1)	Have you updated your Wills within the last 5 years? Have you given anyone your Powers of Attorney If so, please provide details _____	Yes Yes	No No
2)	Would you like us review Estate Planning / Asset Protection issues ?	Yes	No
3)	If you have a Trust, have you updated your: <ul style="list-style-type: none">• Memorandum of Wishes• Trustees	Yes Yes	No No

Residency

1)	Were you a non-resident at any time during the income tax year? If so, please provide full details.	Yes No	Yes No
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Schedule 1 – Rental Property

Entity Name: _____

Address of Property:		
Rental Period Number of weeks property was rented or available to rent.	No. x weeks _____	
Rental Income Total Rents Received Other Income – please provide details	\$ _____ \$ _____	
Expenses paid for rental property (please attach all invoices): Interest Rates Insurance (House and Contents) Power (Electricity and Gas) Repairs & Maintenance Collection cost or number of kilometres driven to collect rents and service property Commission / fees for property management Home office use (discuss any claim) Telephone (discuss any claim) Other expenses – please provide details, e.g. advertising etc.	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____	
Property Purchased or Sold during year: If yes, enclose: • Sale & Purchase Agreement • Solicitor's Legal Statements	Yes	No
Property Details: Is this the first year you have owned or rented this property? If yes, please attach: • Valuation (QV / market) Chattels Purchased: • Please attach details of Chattels purchased (nature, cost, acquisition date)	Yes	No
Property Manager: Do you use a Property Manager to manage the rental property? If so, please provide copies of the Property Management Statements for the financial year	Yes	No
Occupancy: • Was there any period of vacancy of your rental properties during the year? If yes, please advise the reason why: _____ _____ • Were any of the rental properties occupied by either yourself or a relative during the year?	Yes	No
GST Registration: • Are you registered for GST for this property?	Yes	No