



Financial Statements Questionnaire – 2021

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.

**Please complete the sections on pages 2 – 3.
(Update of Personal and Family Details)**

Should you require further schedules i.e. Debtors, Creditors, Sale / Purchase of Assets, Stock on Hand etc., these are available to be downloaded from our website (www.yrw.co.nz) or if we can be of any further assistance to you during the process of collating your end of year financial information please telephone our office.

Authorisation

The attached Schedules of information and **enclosed** Accounting Records represent all our business transactions for the 2020/2021 financial year. I/We authorise *YRW Limited* to compile Financial Statements from the records and data supplied. Unless otherwise agreed, we agree to *YRW 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 *YRW Limited* to complete an audit or review.

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

YRW 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

Preferred Postal Address

Preferred method of communication

Email

Hard Copy

Preferred Email Addresses:

General Communication

Tax Notices

Financial Statements

Invoices

CLIENT SIGNATURE



SIGN HERE

YRW Limited

Address all correspondence to:
PO Box 948, Tauranga 3144

Tauranga
13 McLean Street T 07 578 0069

Te Puke
12A Oxford Street T 07 573 3996

Update of Personal Details

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) Children details <i>Please complete the following:</i>					
Name of Child	Date Left School (if applicable)	Tertiary Institute	Date of Birth	IRD Number	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
Student Allowance letter required				Yes	No
2) Working for Families Tax Credits Have you received any regular payments?				Yes	No
Have you had any changes in family circumstances? If yes, provide full details, for e.g. Shared custody arrangements				Yes	No
Your relationship with your spouse or partner (including a civil union or defacto partner) commenced or ended during the year. Provide dates.					
3) 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.				Yes Yes	No No
4) Child Support Have you received / paid any Child Support during the year?				Yes \$ _____	No
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 _____				Yes	No

Other Details

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