

20.... RENTAL INFORMATION MEMORANDUM (Client Questionnaire)

The following information is provided for Mead Stark Ltd to compile financial statements for (name)..... with a balance date of:

Please check the following details and amend if not correct or fill in if missing:

Phone _____ Fax _____

Cell phone _____ Email Address: _____

Date of Birth _____ ACC Number _____

Bank account number you want any tax refund direct credited to (an IRD requirement).

<i>Bank</i>	<i>Branch</i>	<i>Account Number</i>						<i>Suffix</i>						

Account Name: _____

Please note it is a requirement that this form is completed, signed and returned to us with your records we are unable to start your financial statements without it.

• **Software Cashbook**

Please provide the following:

- Backup of the Reconciled Cashbook software (after updated for all Receivables and Payables and before rollover into the new financial year)
- Copy of the Bank Statements that shows the balance of the bank accounts at balance date
- Any Resident Withholding Tax certificates and/ or dividend certificates
- Current password _____

• **Printed Cashbook**

Please provide the following:

- Print out or digital copy for the entire financial year ended of the Trial Balance, General Ledger, Accounts Receivables, Accounts Payables, Bank Reconciliation Report and Chart of accounts
- Copy of the Bank Statements that shows the balance of the bank accounts at balance date
- Any Resident Withholding Tax certificates and/ or dividend certificates

• **No Cashbook**

Please provide the following:

- Copy of all the Bank Statements for the entire year, and one month after balance date
- Copy of all savings and other bank accounts for the year
- All Cheque books used during the year (all details clearly completed on stub)
- All Deposit Books used during the year (clearly marked when not sales – i.e. tax refunds)
- Copy of all GST workings/calculations sheets for the year
- Any Resident Withholding Tax certificates and/ or dividend certificates

- **BankLink/ Xero**

Please provide the following:

- Copy of the Bank Statements that shows the balance of the bank accounts at balance date
- Any Resident Withholding Tax certificates and/ or dividend certificates

- **Mortgage/Loans/HP's**

Transaction history print outs for the following borrowings:

-
-

If you have obtained any new mortgages, loans or bought any assets on hire purchase, please provide us with this documentation also

- **Land Transactions**

Please provide any Legal statements and Sale & Purchase agreements for any land brought or sold during the year

- **Cash on Hand**

Cash received before the end of business on balance date but not banked until the start of the next financial year together with all cash floats totalled:

\$	
GST Exclusive	

- **Cash Transactions**

Cash received but not banked during the year was:

- used for business expenses (e.g. stamps, wages, purchases) (details attached)
- used for personal expenditure
- lodged into other bank accounts (details attached)

GST Inclusive	
\$ _____	
\$ _____	
\$ _____	

- **Bonds Paid or Received**

Tenants Bond Received
Tenants Bond Paid to Housing NZ

- **Rental Expenses paid from Personal Funds**

The following business expenses were paid from my/our personal funds

Rates
Insurance
Repairs
Mortgage Interest
Other (please provide details)

GST Inclusive	
\$ _____	
\$ _____	
\$ _____	
\$ _____	
\$ _____	

- **Business Motor Vehicle Expenses**

The number of kilometres travelled for Rental purposes

Kms	
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• **Contingent Liabilities**

These are potential debts, that may or may not be incurred by a business depending on the outcome of a future event, such as a court case. Examples - outstanding lawsuits, Legal liability, Destruction by Flood, product warranty, Tax Disputed

Explanation of Liability

\$

• **Capital Commitments**

Did you enter into any agreements or contracts prior to balance date that commit your business to significant Capital expenditure

Explanation of Liability

\$

• **For Individuals Tax Returns**

Item needed	Further Details	<input checked="" type="checkbox"/>
Interest Certificates	All annual interest summaries (banks and investment organisations you have an investment with will send a summary for the tax year to you)	
Portfolio Reports	If you have funds handled by Fund Managers, we require a copy of the portfolio report	
Dividend Statements	All dividend statements from Companies you have shares in	
Income Details of:	Commissions, Partnerships, Estates, Trusts	
Rental Details	Income and expenses related to any property from which you received rents.	
Working for Families (Formerly Family Assistance)	Names and ages of any dependent children as support is available to people bringing up children. This entitlement depends on the number of children you have and the amount of your family income.	
Overseas Income	Any Income received from an overseas source (interest, dividends, royalties, commissions, rentals, partnership, company or trust income etc)	
Possible Additional Information	We may need at some later date all or some of your suppliers' statements and invoices. We will let you know if we require these.	

• **Debtors – Accounts owing to me/us**

NAME OF CUSTOMER	FOR	\$ INCLUDING GST	\$ GST	\$ EXCLUDING GST

• **Creditors – Amounts owing by me/us**

NAME OF SUPPLIER	FOR	\$ INCLUDING GST	\$ GST	\$ EXCLUDING GST

Whether you complete all the above or not we still require you to sign here to allow us to start your assignment, thank you.

Sign	Date