STERLING ACCOUNTANTS LIMITED
Chartered Accountants

Name:	**Balance Date:**

PERSONAL / RENTAL / TRUST QUESTIONNAIRE

2011 Financial Year

Please take the time to complete this questionnaire as it is a very important part of the accounting process. It helps you:

- Identify and provide the information we need to prepare your financial accounts.
- Minimise the queries from us during the preparation of your financial accounts.

It also helps us meet the quality control standards that are required of us as members of the Institute of Chartered Accountants of New Zealand.

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

I/We hereby instruct Sterling Accountants Limited to prepare my/our Financial Statements and Taxation Returns for the year/period ending 31 March 2011. I/We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. I/We understand that you will rely upon the information provided by me/us. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the financial statements in so far as third parties are concerned, or in the fulfilling of any statutory audit requirements. I/We understand that during preparation of the Financial Statements and Taxation Returns you will not be specifically investigating non-compliance with laws and regulations – however should anything come to light of this nature during this process you will bring that to my/our attention.

I/We understand that the Financial Statements and Taxation Returns are prepared for my/our own use and to determine my/our taxation liabilities. If this should change in any material respect, I/We will inform you immediately. You will not accept any responsibility to any person, other than me/us, for the contents of the Financial Statements.

All other terms and conditions of this engagement are the same as those referred to in the original Engagement Letter I/We signed when I/We became a client.

I/We also accept that Sterling Accountants Limited has the right to charge interest on overdue accounts at the rate of 1.5% per month, and that all accounts are due for payment within seven days of the date of the invoice. The charging of such interest will be at the discretion of Sterling Accountants Limited. I/We accept that any collection costs incurred by Sterling Accountants Limited will be fully recoverable from me/us.

You are hereby authorised to communicate with my/our bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to complete the above assignments.

I/we authorise our Sterling Accountants Limited to act as our agent for ACC levy purposes for all associated entities. This authorisation allows Sterling Accountants Limited to query and change information on your ACC levy account(s) through ACC staff, and through ACC Online Services.

You are to represent me/us as my/our tax agent. You are therefore authorised to sign any taxation return on behalf of myself/ourselves or any of my/our associated entities

Person to Contact with Queries ______________________________

Phone Number ______________________________

Client Name ______________________________

Client Signature ______________________________

Date ______________________________

Name:

Update of Personal Details

Postal Address ____

Home Address ____

Email Address ____

Home Phone ______________________ Fax ______________

Work Phone ______________________ Mobile ______________

Name ______________________ Date of Birth ______________

Name ______________________ Date of Birth ______________

(Your date of birth is useful as it can help with tax planning / retirement planning issues and help gain discounts on ACC policies.)

Child's full name	Date of birth	IRD Number	Date left School (if applicable)

- Would you like a copy of your financial information to be sent to your bank? YES / NO
  If yes, please advise the bank, branch and contact details.

____

- Bank details for refunds from the IRD:

  Bank/Branch ______________________ Account Number _ _ - _ _ _ _ - _ _ _ _ _ _ _ - _ _ _

Personal Checklist

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** How many weeks of the year were you in paid employment for at least 20 hours per week?	___________	
3)	**Other Income** Did you receive any other income, for example, estates or trusts, overseas, annuity or pension? If yes, please provide details of this.	Yes	No
4)	**Interest / Dividend Income** Did you receive any income from interest or dividends? If yes, please provide interest, dividend advice notices and Portfolio Statement that has the taxation summary and your investment balances at balance date from your Investment Advisor.	Yes	No

NAME:

5)	**Income Protection Insurance** Did you have Income Protection Insurance? If yes, please attach a copy of the invoice and policy.	Yes	No
6)	**Family Assistance** Did you receive Family or Child Support during the year? If yes, please supply details, including names and dates of birth of your children and the date any of them left school.	Yes	No
7)	**Rebate Claim** Have you made any donations or payment for housekeeping and childcare in the past year? If yes, please attach the receipts?	Yes	No

Trusts Only

1)	**Gifting Programme** Have you completed your annual gifting programme this year? Have you assigned debt to the trust via Deed of Acknowledgement of Debt? Please advise the date of gifts made to your trust during the financial year. If you have copies of the gifting documentation from your solicitor, please attach this.	Yes Yes	No No
2)	**Your Will** Have you updated your wills within the last five years? (It is important that your will aligns with the terms of your trust deed – please call us if you wish to discuss this further)	Yes	No

NAME:

Rental Properties Only

<table>
<tr><td>1)</td><td>Rental Income and Expenditure
Did you receive any rental income?
If yes, please supply bank statements clearly indentifying and detailing all transactions that relate to the rental properties.

OR

Please provide details of the following for each rental property. Use a separate sheet if necessary.

INCOME
Total Rent Received $________________

EXPENSES
Rates $________________
Insurance $________________
Repairs and Maintenance (please attach details or invoices) $________________
Mortgage Interest (attach loan summary/statements
from bank for full year) $________________
Details of any other expense relating to rental property $________________
______________________________ $________________
______________________________ $________________

Details of visits to inspect property/conduct property business:
Date Details Kilometers
____
____
____</td><td>Yes</td><td>No</td></tr>
<tr><td>2)</td><td>Property Details
Please provide us with the addresses of any rental properties you have.
1. Address ______________________________
2. Address ______________________________
3. Address ______________________________</td><td colspan="2">If a property was not rented for a full 12 months, please provide details of why it was vacant.</td></tr>
<tr><td>3)</td><td>Properties Purchased or Sold During the Year
Did you purchased or sell any properties during the year?
If yes, please provide the following
▪ All solicitors settlement statements and invoices
▪ Copy of valuation report if you have one
▪ Copy of new loan documentation</td><td>Yes</td><td>No</td></tr>
</table>

NAME:

4)	**Office at Home / Workshop** If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details: Business Area: ___________ M2 Cost of House & Section $ _______________ Total Area: ___________ M2 Cost of Section $ _______________ Power $ ________________ Insurance (Building&Contents) $ ________________ Interest (House Mortgage) $ ________________ Rates $ ________________ Repairs & Maintenance $ ________________ Other $ ________________ **Total $ ________________** Construction Materials: (timber,brick etc.) ____		
5)	**Sale / Purchase of Assets** Did you sell, purchase or stop using any assets in your business in the past year? Please provide details.	Yes	No