

## TRUST CHECKLIST

**Financial Year: 1 APRIL 2016 to 31 MARCH 2017**

This is a checklist to assist you in supplying us with the necessary information to prepare Financial Statements and tax returns for the past financial year. The trust may not be required to file a tax return if not trading but please complete this form regardless.

**Please ensure a trustee completes and signs this form to include with Trust records**

<b>Trust Name:</b>		<b>Phone (day):</b>	
<b>Address:</b>		<b>Email:</b>	
<b>Contact Person:</b>		<b>IRD Number:</b>	

## TRUST

**IMPORTANT NOTE:** If the trust received business or rental income, please also complete the separate relevant checklists.

- Did the trust receive any interest and/or dividends? YES / NO  
*If yes, please provide details of the interest and/or dividends received, including RWT Advice Certificates*
- Does the Trust have a Minute Book? YES / NO  
*If yes, please include it with your records*
- Have any gifts been made during the year? YES / NO  
*If yes, please provide copies of the documentation.*
- Does the Trust have debt owed to Trustees that has not been gifted in full? YES/NO
- Have any transactions involving the purchase, sale or transfer of assets? YES / NO  
*If yes, please provide copies of valuations and transfer documentation, e.g. sale and purchase agreements. If documentation is not available, please provide details of the solicitor involved in the transaction/s so we can obtain this information from them on your behalf.*
- Please provide contact details of the Trust's Solicitor:

Solicitor's Name :.....

Firm: ..... Phone Number: .....

## TERMS OF ENGAGEMENT

### ▪ **Provision of Services**

- All services are provided solely for the clients own use and the use of other specifically authorised parties. Unless stated otherwise all reports prepared by Your Accountant Ltd in the provision of our services will be prepared for the stated purpose alone and Your Accountant Ltd or their agents will not be liable for any losses, claims and/or demands by any third party resulting from this engagement.
- The whole or any part of reports prepared by Your Accountant Ltd for you cannot be included in any document without the written approval of Your Accountant Ltd as to how it will appear.
- All services are provided on the basis that you have provided Your Accountant Ltd with a full disclosure of all necessary information including income from all sources. Your Accountant Ltd accepts no liability in respect of our services where such a full disclosure has not been made. If additional information is requested from you and is not supplied in a timely manner Your Accountant Ltd reserves the right to revoke this engagement.
- I/We accept that I/we have primary responsibility for meeting my/our tax obligations. These include keeping the required records, ensuring tax returns are true & correct, filing my/our tax returns on time and meeting any tax obligations.
- Considerable uncertainty can arise when applying tax law to specific situations and Your Accountant Ltd provides no guarantee their advice will be accepted by the Inland Revenue Department.
- I/We accept responsibility for any additional tax, penalties, and/or use of money interest imposed (by way of audit activity or otherwise) by the Inland Revenue Department resulting from information used to compile returns by Your Accountant Ltd.

### • **Invoicing & Payment of Accounts**

- All accounts are payable by the 20<sup>th</sup> of the month following invoice date, with any overdue accounts incurring a 2% interest charge per month that they are overdue.
- Your Accountant Ltd reserves the right to submit interim invoices for services where it is considered necessary to do so.
- Your Accountant Ltd may defer filing your tax return until our account is paid.
- Should a Debt Collection Agency be required to collect an overdue account, all additional recovery costs will be added to the outstanding amount for collection.

### • **Personal Information**

- Any personal information collected and held by Your Accountant Ltd will be used solely for purposes related to the services provided to you. Under the Privacy Act 1993 you have the right of access to and correction of personal information about you that Your Accountant Ltd holds.

## **Client Authorisation**

I/We authorise you to prepare Financial Statements from the information and records I/we have supplied to Your Accountant Limited. I/we advise you not to complete an audit or review. I/we accept responsibility for the accuracy and completeness of all records and information supplied to Your Accountant Limited and agree to the terms of engagement as above.

Under the terms of the Privacy Act 1993, I/We give Your Accountant Limited full authority to seek additional information, including by electronic services, from my/our Bank, lawyer, WINZ, ACC and the Inland Revenue Department for any purpose relating to my/our affairs to enable the proper completion of my Financial Statements and Income Tax Returns. This authority also applies for the Client Linking System with the Inland Revenue Department and Your Accountant Limited as tax agent for all tax types.

I/we acknowledge that this authority shall remain in force and effect until revoked by me/us in writing.

Authorised Trustee Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_