

CLIENT NAME: \_\_\_\_\_

# 2020/2021 QUESTIONNAIRE

## INDIVIDUALS

**BALANCE DATE: 31 MARCH 2021**

**MTM ACCOUNTING LIMITED  
PHONE: 974-4460  
EMAIL: [checklists@mtmaccounting.co.nz](mailto:checklists@mtmaccounting.co.nz)**

Contact Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_ Cellphone: \_\_\_\_\_

**Salary and Wages**

Did you receive salary or wages from which PAYE was deducted Yes  No

If so, please provide the details (or attach your earnings summary)

Name of employer	Gross Salary/Wage	PAYE	ACC Prem
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____

How many hours per week did you work? \_\_\_\_\_ Hours

How many weeks did you work between 01/04/20 and 31/03/21?  
Weeks \_\_\_\_\_

**IR544 Income**

Enclose Summary of Earnings received from Inland Revenue (if received):

Does the Summary of Earnings account for the full twelve months, 1 April 2020 to 31 March 2021?

If not, why not? \_\_\_\_\_

On average, how many hours per week do you work? \_\_\_\_\_ Hours

How many weeks did you work between 01/04/20 and 31/03/21?  
Weeks \_\_\_\_\_

**Interest and Dividends**

Provide details of all dividends and interest received either in a summary form showing the gross amount, imputation credits and resident withholding tax or withholding tax deducted, or by enclosing all advices received:

Provide details of all bonus issues received:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other Income (attach a schedule with details)**

- Is the value of your overseas investments \$50,000 or more (If so please contact us immediately for additional information that will be required)
- Rents received and expenses incurred (complete schedule)
- Partnership, Trusts or Estates
- Overseas income (Inland Revenue requires full details of any investments held outside of New Zealand)
- Other

**Other Information**

**Copies of GST returns** and working supporting the returns.

**Expenses:**  
Provide details of any brokerage fees, investment fees or other expenses incurred for your interest, dividend or overseas income.

**Suppliers invoices for expenses**

**Fixed Assets:** (Used in business or rents)  
Provide details (preferably invoices) of fixed assets purchased or sold during the year, together with details of how the acquisitions were financed, for example, motor vehicles, plant and equipment and properties. Where appropriate, details of trade-ins are advised. Include details for any assets that have been scrapped or sold.

<p><b>Motor Vehicle Expenses:</b> The proportion of motor vehicle business use as established by business running recorded in my vehicle log book(s) is:</p> <table><tr><td><b>Vehicle</b></td><td></td><td></td></tr><tr><td>Business</td><td>_____</td><td>Km</td></tr><tr><td>Total</td><td>_____</td><td>Km</td></tr><tr><td>Business</td><td>_____</td><td>%</td></tr><tr><td><b>Vehicle</b></td><td></td><td></td></tr><tr><td>Business</td><td>_____</td><td>Km</td></tr><tr><td>Total</td><td>_____</td><td>Km</td></tr><tr><td>Business</td><td>_____</td><td>%</td></tr></table>	<b>Vehicle</b>			Business	_____	Km	Total	_____	Km	Business	_____	%	<b>Vehicle</b>			Business	_____	Km	Total	_____	Km	Business	_____	%	<p><b>Home Office Expenses:</b> (Please enter details of amounts paid between 01/04/20 &amp; 31/03/21)</p> <table><tr><td></td><td style="text-align: right;">\$</td><td></td></tr><tr><td>- Interest on mortgage</td><td></td><td>_____</td></tr><tr><td>- Insurance</td><td></td><td>_____</td></tr><tr><td>- Phone</td><td></td><td>_____</td></tr><tr><td>- Power</td><td></td><td>_____</td></tr><tr><td>- Rates/rent</td><td></td><td>_____</td></tr><tr><td>- Repairs &amp; maintenance</td><td></td><td>_____</td></tr><tr><td>- Business area</td><td></td><td>_____ M</td></tr><tr><td>- Total house area</td><td></td><td>_____ M</td></tr><tr><td>- Business</td><td></td><td>_____ %</td></tr></table>		\$		- Interest on mortgage		_____	- Insurance		_____	- Phone		_____	- Power		_____	- Rates/rent		_____	- Repairs & maintenance		_____	- Business area		_____ M	- Total house area		_____ M	- Business		_____ %
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**Any additional details that may be relevant**

**CAANZ Practice Review:**  
It is possible that your files may be selected for review, at random, by a member of the Practice Review Committee of Chartered Accountants Australia and New Zealand. If you are not agreeable to this, please advise us.

To: MTM Accounting Limited

We hereby instruct you to prepare the financial statements and taxation returns for the year/period ending 31/03/21. We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. 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. You are hereby authorised to communicate with Inland Revenue, our bankers, solicitors and finance companies to obtain such information as you require in order to carry out the above assignments.

We acknowledge that you will charge for your work based on time engaged and that invoices issued by you are payable by the 20<sup>th</sup> of the month following the date of the invoice unless a special arrangement has been made in writing. We agree that any working papers/schedules prepared by you remain your property, but that you will provide copies of anything relevant after all invoices have been paid. We agree to accept liability for your charges arising from those services we have asked you to undertake. Although your invoice may not be addressed to me, we accept liability for your charges for this work.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date