

CLIENT NAME: _____

2021/2022 QUESTIONNAIRE

INDIVIDUALS

BALANCE DATE: 31 MARCH 2022

**MTM ACCOUNTING LIMITED
PHONE: 974-4460
EMAIL: 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 01/04/21 and 31/03/22?
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 2021 to 31 March 2022?

If not, why not? _____

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

How many weeks did you work between 01/04/21 and 31/03/22?
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.

Motor Vehicle Expenses:

The proportion of motor vehicle business use as established by business running recorded in my vehicle log book(s) is:

Vehicle

Business _____ Km

Total _____ Km

Business _____ %

Vehicle

Business _____ Km

Total _____ Km

Business _____ %

Home Office Expenses:

(Please enter details of amounts paid between 01/04/21 & 31/03/22)

\$

- Interest on mortgage _____
- Insurance _____
- Phone _____
- Power _____
- Rates/rent _____
- Repairs & maintenance _____

- Business area _____ M
- Total house area _____ M
- Business _____ %

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 31/03/22. 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 20th 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