



Z10t Trust Checklist:

Personal Details:	Currently Held	Amended
Trust Name:		
Balance Date:		
Address: <i>Please include Postcode</i>		
Business Phone:		
Home Phone:		
Mobile:		
Fax/other:		
Email:		

To: BM Accounting Limited - Terms of Engagement

I hereby instruct you to prepare my Taxation Return. I undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information.

The complete terms of engagement are set out in our engagement letter previously issued to you.

I also accept that all accounts are due for payment by the 20th of the month following invoice date and that you have the right to charge interest on overdue accounts at the rate of 1.5% per month. The charging of such interest will be at your discretion. I accept that any collection costs you incur will be fully recoverable from me.

You are hereby authorised to communicate with my bankers, solicitors, finance companies and other persons or government organisations to obtain such information as you require in order to complete the above assignments. You are to represent me as my tax agent.

Signature: _____ Date: _____

Can we provide any assistance in, or further information about:	Yes	No
Insurance needs (both business and personal) *		
Investment advice and financial planning *		
Trustee obligations and Trust administration		
Would you like us to supply the bank with a copy of your Financial Statements?		

*Disclosure Statement

BM Accounting Limited wishes to disclose that Spicers Hawke's Bay and East Coast is a related party in that TD Mossman and NR Chrystall, Directors of BM Accounting Limited are also Directors of Duart Financial Limited (operating as Spicers Hawke's Bay and East Coast).

Please CAREFULLY complete ALL of the following questions and provide the relevant information.
Record any additional or supporting comments on this checklist or attach a separate sheet if required.
Should you require any assistance completing this form, please contact one of the BM Accounting team.

	Supplied:	
	Yes	N/A
Interest and Dividends		
Please supply the advice slips:		
<ul style="list-style-type: none"> Interest received, you should have an annual advice notice showing the withholding tax deducted. This may be on the bottom of your bank statement dated 31 March 		
<ul style="list-style-type: none"> Dividends received, if any dividends are taken as bonus shares, also include these advice slips 		
Overseas Income:		
<ul style="list-style-type: none"> Include overseas interest, dividends, wages received and taxation paid. NB: New Zealand residents are liable for tax on all world-wide income. 		
<ul style="list-style-type: none"> If Yes, please provide details of the value and quantity of the investments held at any time 		
<ul style="list-style-type: none"> Please attach all of your investments advisor's reports. This information is required so we can calculate if any income needs to be declared under the FIF (Foreign Investment Fund) rules. 		
Trading Trust:		
<ul style="list-style-type: none"> Please complete our separate Business Questionnaire (available on our website, or contact us for a copy) 		
Rental and Leased Property		
<ul style="list-style-type: none"> Please complete the separate Rental Questionnaire (available on our website, or contact us for a copy) 		
Legal and Loan Documents:		
<ul style="list-style-type: none"> Please attach any solicitor's statements and Sale and Purchase Agreements relating to any legal transactions during the year. Please also include statements and agreements relating to any mortgages, hire purchase, leases or loans. Please include a copy of your latest Rateable Valuation for any properties you own. 		
Business Expenses:		
<ul style="list-style-type: none"> There are a number of invoices that we specifically require. Please ensure the records you provide us with include all paid accounts for: <ul style="list-style-type: none"> Insurance premiums Legal fees ACC payments and arrangements Commission paid Other Expenses (please provide details) 		
Gifting Program:		
<ul style="list-style-type: none"> Please advise the date of gifts made to your Trust (<i>or should that be from your trust</i>) during the financial year. If you have copies of the gifting documentation from your solicitor, please attach this. Date of gift: _____ 		
Major Transactions:		
<ul style="list-style-type: none"> Please provide a list of any major transactions that have occurred during the financial year that affect the Trust. 		