Client End of Year Questionnaire

Please work through the items listed in the Checklists below and tick off as you gather the records. Attention to this will assist us in compiling your Financial Statements and Tax Returns, so that we can efficiently minimise your taxation compliance costs.

General Details:

Name(s): ....DOB...

……………………………………………….DOB……………………………

Postal Address: ....

....……………......Postal Code:......................

Physical Address:...

....

Bus Ph No: .... Hm Ph No: .... IRD No:……………………...

Email: ………………………...

Bank Account Details (required for the IRD)

Account Name: ……………………………………………………………………………..

Account Number: [|] [| | |] [| | | | | |] [| |]

Bank	Branch	Account Number	Suffix

Please refer only to the following sections that apply to you: Section One (Personal)**, Section Two** (Business)**, Section Three** (Rental)**, Section Four** (Farming)**.**

Section One – Personal

Income Received - Please send all relevant Financial Records

- ❑ Primary Occupation – Information available to us from the IRD.
- ❑ Interest & Dividends. (Please attach certificates)
- ❑ Other Income (e.g. Estates, Trusts, etc.)
- ❑ Cryptocurrency - report which shows coin currencies, dates of trades and number of units sold.
- ❑ Sharesies/Hatch - copies of report showing dates of trades, and portfolio holdings.
- ❑ Gold/Silver Bullion – Purchase and Sale documentation.
- ❑ Futures Options trading - copies of reports showing copies of reports showing dates of trades.
- ❑ Overseas Bank accounts: copies of all transactions from 1 April to 31 March for each currency bank account. Forex Gains/Losses.
- ❑ Financial Portfolios - copies of tax reports and portfolio holdings. Annual Reports. Cash Transaction Reports.
- ❑ Other Overseas Income - Please list out what you have and supply records for these transactions e.g. Property, Family Shareholding, overseas pension etc.

Property Purchase or Sale Provide full details of all legal documents.
Have you Purchased or Sold a property in your own name or any of your entities (e.g. Company/Trust) this year?

- ❑ Sales and Purchase Agreement
- ❑ Settlement Statements from your Lawyer
- ❑ Valuation

Family Assistance. If you received or were entitled to receive Family Assistance during the year, please provide the following information:

- ❑ IRD Statement of Family Assistance received.
- ❑ Estate/Trust Income details where either you or your children are Trustees or Beneficiaries.
- ❑ Company Taxable profits where either your Family Trust, you personally or your children hold more than 10% of the Shares in the Company.
- ❑ Your Dependent Children:

Name	Date of Birth	IRD Number
……………………………………….	……………………	……………………..
……………………………………….	……………………	……………………..
……………………………………….	……………………	……………………..
……………………………………….	……………………	……………………..

❑ Did any of your children leave school or become financially independent during the last financial year? Who? ……………………………….. When?……………………

Other

- ❑ **Donations/School Donation Fees** (please attach receipts).
- ❑ **Student Loan.** If any of your family have received student loans, they will have to provide details for their tax returns.

I\We authorise Garden City Business & Tax Ltd to complete my/our financial statements and tax returns.

Please Sign, Date and Return your Questionnaire and return with your records.

…………………………………………………. Signature

……………………………………… Signature

……………………………. Date