



Questionnaire

INSTRUCTIONS: ENTER CONTENT, "SAVE AS" TO YOUR COMPUTER, THEN RETURN WITH SUPPORTING RECORDS

Tyler Price - Authorisation to Act

I confirm that I have examined all the matters mentioned in this questionnaire and provided you with all the relevant details as requested. I hereby instruct you to prepare any financial statements and tax returns on a special purpose reporting basis to comply only with the requirements of the Income Tax Act. I understand that the financial statements should not be relied on for any other purpose.

Yes

I also give you authorisation to access any relevant information from the IRD, ACC, real estate agencies, banks, finance companies and fund managers as required.

Yes

I accept responsibility for the accuracy and completeness of the information supplied here which will be used to prepare my financial statements and tax return. You are not to complete an audit, nor do I wish you to undertake a detailed review of my affairs in order to substantiate the accuracy of my information and therefore you are unable to provide any assurance on my financial statements.

Yes

I understand your work cannot be relied upon to detect error and fraud. I agree to you attaching to my Financial Statements your Accountant's Statement explaining your responsibilities. I acknowledge that I will be charged on a time and cost basis and the payment of this fee is to be made on or before the 20th of the month following the invoice date, and that you reserve the right to charge interest of 1.5% monthly on late payments.

Yes

This authorisation covers all related business entities and individuals and will remain current until we give written notice that we no longer wish Tyler Price Accountants Limited to act for us. We agree to your standard Terms of Engagement which are located on your website. We understand these are updated from time to time.

Yes

Compliance

Please note: This document is an official accounting and taxation compliance requirement.

This completed form is kept with your file in case of independent audit.

I understand this is an official document

Yes

INDIVIDUALS AND ENTITIES COVERED BY THIS AUTHORISATION :

NAME :

DATE :

SIGNED

Records to be Supplied

Did you have any of the following? If so, tick and provide information.

- a) Bank Statements**
(Ignore this if you use bank-link) Yes
- b) Cash Book, Spreadsheets or Accounting Software**
Recording all Payments and receipts Yes
- c) Invoice Book**
(If appropriate) Yes
- d) Electronic Data/Backup Copy** Yes
- e) Credit Card Statements**
If used for business Yes
- f) GST Breakdown of Each Calculation** Yes
- g) Debtors**
List of accounts owed to you at 31 March Yes
- h) Creditors**
List of amounts you owed at 31 March Yes
- i) Stock on Hand**
If in excess of \$10,000 at 31 March - List each item, number in stock and cost per item. Yes
- j) Fixed Assets - Purchases and/or Sales**
Invoices and solicitors statements Yes
- k) Mortgages & Loans**
New loan details and loan statements Yes
- l) Cash on Hand / Unbanked Cash** Yes
- m) Vehicle Log Book**
Sole Traders and Partnerships Only Yes
- n) Out of Pocket & Cash Expenses** Yes
- o) Home Office Expenses** Yes
- p) Rental Income** Yes
- q) Interest Received** Yes
- r) Dividends Received** Yes
- s) Overseas Income** Yes
- t) Donation Receipts** Yes

Tax Declaration

Unaccounted for Income

Was any taxable income not banked into the bank account or not accounted for in GST returns. Yes

Example: Cash removed from the till. No