

Annual Accounts Questionnaire 2024 - Trust

Ensure this questionnaire is completed and included with your records

Trust Name: _____

Trustees: _____

To: Drive Accounting

Terms of Engagement

I hereby instruct you to prepare my Taxation Return for the 2024 year. I undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. You are hereby authorised to communicate with my bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to carry out the above assignments.

You are to represent me as my tax agent. All income tax returns will be signed by me however you are authorised to sign any other taxation return on behalf of myself or any of my associated entities.

I also accept that you have the right to charge interest on overdue accounts at the rate of 2.0% per month, and that all accounts are due for payment by the 20th of the month following invoice date. The charging of such interest will be at your discretion. I accept that any collection costs you incur will be fully recoverable from me.

I authorise your organisation to act as my agent for ACC levy purposes for all associated entities. This authorisation allows your organisation to query and change information on my ACC Levy account(s) through ACC staff, and through ACC Online Services. This authority will also allow your organisation's main representative discretion to delegate access to my/our ACC information to other members of your organisation. Other delegated members of your organisation will also be able to query and change information on my/our ACC Levy account.

All other terms and conditions of this engagement are the same as those referred to in the most recent engagement letter signed.

Signature _____

Date _____

Signature _____

Date _____

Tax Refunds

Please provide the bank account number that you would like any tax refunds credited into.

Bank account __ / ____ / _____ / ____

Information Required	Yes / No		Comments
First, if your trust owns only your family home, and holds no other assets, and has no bank account, mark yes here. NO FURTHER ACTION IS REQUIRED			
Is your trust's only asset your family home?	<input type="checkbox"/>	<input type="checkbox"/>	
PROPERTY & RENTAL			
Does the trust receive any income from any of these sources?	<input type="checkbox"/>	<input type="checkbox"/>	
<i>If the answer is "yes", please complete the Investments Property questionnaire.</i>			
(a) Rental Property Investment(s)	<input type="checkbox"/>	<input type="checkbox"/>	
(b) A trust property in which beneficiaries live and is occasionally rented out such as AirBnB.	<input type="checkbox"/>	<input type="checkbox"/>	
(c) A trust holiday home that is rented from time to time to cover expenses	<input type="checkbox"/>	<input type="checkbox"/>	
If not in Xero, did you maintain a separate bank account for the Trust? <i>If "yes", attach the bank statements for the entire year 1 April 2023 – 31 March 2024.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Trustee Resolutions			
Supply a copy of all trust resolutions and deeds during the year.	<input type="checkbox"/>	<input type="checkbox"/>	
Investment Income			
<i>For all "Yes" answers, please supply supporting documentation (e.g. bank interest certificate, company dividend statements.) If we do not receive this information in full, this will delay and possibly increase the cost of preparation of your return.</i>			
(a) Does the trust receive any interest income?	<input type="checkbox"/>	<input type="checkbox"/>	
(b) Does the trust receive any dividend income?	<input type="checkbox"/>	<input type="checkbox"/>	
(c) Does the trust hold any funds in managed funds? <i>If yes, we will need the annual tax statement from your financial adviser</i>	<input type="checkbox"/>	<input type="checkbox"/>	
(d) Does the trust hold any funds in PIE investments? <i>If yes, provide us with all annual certificates. We are required to establish that your PIE investments are being taxed at the correct rate (PIR)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Trust Assets			
Did you sell any assets during the year? <i>If "yes", even if recorded in your accounting system, we need a list showing each item, the date bought or sold, the full purchase/sale price, and paperwork covering any financing.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Offshore Assets			
(a) Does the trust receive any income from overseas?	<input type="checkbox"/>	<input type="checkbox"/>	
(b) Does the trust hold any overseas assets? <i>If "yes", please list details.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Inland Revenue activity is increasing in the area of overseas investments and assets. If you are unsure about any aspect of this, contact us.</i>			
Financing			
Did the trust draw down any new loans or repay any loans in full? <i>If "yes", please supply us with the relevant documentation.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Outside Transactions			
Have the trustees or beneficiaries paid for any trust expenditure and not been reimbursed by the trust? <i>If "yes", please supply us with the relevant documentation/details.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Gifting			
Were any gifts made to the trust during the year? <i>If "yes", please supply us with the relevant documentation/details.</i>	<input type="checkbox"/>	<input type="checkbox"/>	