Stephen Larsen and Co
TAX AND BUSINESS ACCOUNTANTS

# 2016 Annual Trust Checklist

*Legal Name* ____________________________
*Contact:* ____________________________

*Postal Address:* ____________________________
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____________________________ - _ _ _ _

*Physical Address:* ____________________________
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____________________________ - _ _ _ _

*IRD Number:* _ _ _ - _ _ _ - _ _ _ *(eight digit numbers start from second space)*
*Work Phone No:* ( _ _ ) _ _ _ _ _ _ _
*Home Phone No:* ( _ _ ) _ _ _ _ _ _ _
*Fax No:* ( _ _ ) _ _ _ _ _ _ _
*Mobile No:* _ _ _ _ _ _ _ _ _ _ _ _ _ _
*Email:* ________________________________________

If any of the above details are missing or incorrect, please amend accordingly

***Client Declaration***

To: Stephen Larsen & Co
Tax & Business Accountants

I/We hereby instruct you to prepare financial reports and tax returns.
I/We undertake to supply all the 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 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 review or audit requirements.

***Authority to Act***

I ____*(name of person giving authority)*____ give authority to Stephen Larsen and Co to act on behalf of the entity named below for all tax types (except NCP or CPR) until further notice.
Authority is given to obtain information from Inland Revenue about all tax types (Except NCP or CPR). This includes obtaining information through all Inland Revenue media and communication channels
Authority is also given to act as my/our agent and communicate with any appropriate bankers, lawyers, finance companies and other persons or organisations to obtain such further information as is required to carry out the above assignments.

Entity Name ____*(Trust Name from above)*____.

IRD number _ _ _ - _ _ _ - _ _ _ *(copy from above)*

Signature ____________________________

Date: D D / M M / Y Y Y Y

On the following pages are a series of questions you need to complete in order for us to complete the Trust's Annual Financial Statements and Tax Returns

**Please check off the following areas within 2 – 3 weeks after balance date and collect the requested documents and get them ready to bring in to us.**

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**1. Bank Statements, Cheque Butts, Deposit Books, Credit Card Statements**

You need to bring in all Bank Statements for all trust accounts for the year along with Cheque Butts and Deposit Books. Please ensure that there are no Bank Statement pages missing. If you use a Credit Card for your trust, please bring in the credit card statements for the last 12 months.

Please clearly mark any deposits that are not Trust Income. I.e. Funds Introduced, Loans, Dividends, PAYE deducted wages etc.

If you do not have a Chart of Accounts in order to code your Bank Statements, please contact us and we can send you a copy.

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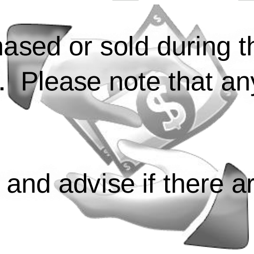
**2. Has the Trust purchased or sold any Assets this year?** ☐ **Yes** ☐ **No**



If yes, please attach details (preferably copies of invoices) of Fixed Assets purchased or sold during the year, together with details of how the acquisitions were financed (HP agreements etc). Please note that any assets that were purchased for more than $500 must be capitalised and depreciated.

Please review the Fixed Asset Schedule in your last set of Financial Statements and advise if there are any changes in assets (i.e. items to be written off, scrapped etc)

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**3. Does the Trust have any Loans/Mortgages/HP's?** ☐ **Yes** ☐ **No**

If yes, please tell us of any new Loans/Mortgages/HP's/Refinancing Arrangements you have taken out during the year. Please provide us with Statements of Accounts/Loan Repayment Summaries for any existing or new loans that show the principal and interest payments during the last 12 months up to 31/03/2016.

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**4. Has the Trust paid any Insurance this year?** ☐ **Yes** ☐ **No**

If yes, please supply a copy of any insurance invoices that the business has paid which provides a breakdown of the type of insurance the premium has paid for.

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**5. Does the Trust have any Investments?** ☐ **Yes** ☐ **No**

If yes, please attach details (brokers contract notes where applicable) of investments purchased and sold, and dividends and interest received from any investments during the year

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**6. Does the Trust have any other Business Interests?** ☐ **Yes** ☐ **No**

If yes, please include details of any other businesses you may be involved in with others as partners, joint ventures or co-shareholders.

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**7. Have you had any Land & Property Sales or Purchases this year?** ☐ **Yes** ☐ **No**

If yes, please attach details and settlement statements of sales and purchases of land or property made during the year.

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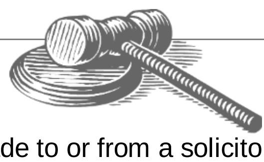

**8. Have you paid for any Legal Expenses this year?** ☐ **Yes** ☐ **No**

If yes, please attach statements of account for any payments made to or from a solicitor (e.g. legal fees, Settlement statements etc.)

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**9. Does the Trust have any Business or Rental Income?** ☐ **Yes** ☐ **No**

If the Trust has business or rental income, please complete the Business or Rental Questionnaire attached.

**10. Trust Administration**

Please answer the following questions in relation to this Trust:

- Have there been any changes in Trustees during the year? ☐ Yes ☐ No
  If yes, please provide details
- Have there been any changes in beneficiaries during the year? ☐ Yes ☐ No
  If yes, please provide details
- Have there been any Deeds of Acknowledgement of Debt or Forgiveness in Reduction of Indebtedness actioned during the year? ☐ Yes ☐ No
  If yes, please provide signed Deeds
- Were there any gifts made to the Trust during the year? ☐ Yes ☐ No
  If yes, please provide details
- Was there any distributions made to beneficiaries during the year? ☐ Yes ☐ No
  If yes, please provide details
- Was there any amendments made to the Trust Deed during the year? ☐ Yes ☐ No
  If yes, please provide details

Please bring in your minute book for the Trust showing any minutes and resolutions made during the past 12 months.

**11. Bank Account Number**


Please provide us with the details of the bank account to which any rebate can be direct credited. A direct credit from the IRD will ensure that you receive the rebate as early as possible.

Account Number: _ _ - _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _

Thank you for completing this Checklist. When you have your entire records ready, please contact us to arrange an appointment to come and present your records to us.

*Have you remembered to sign the front page?*