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CLIENT END OF YEAR FAMILY TRUST & INVESTMENT TRUST CHECKLIST AND QUESTIONNAIRE

**For Period : 01 April 20\_ to 31 March 20**

If we have done your accounts or you have already supplied information please ignore. Some things won't be relevant to you if this is obvious just put N/A

If your trust owns property, you may be required to prepare a set of ﬁnancial statements, showing your property as an asset, any mortgages and any gifting to the trust. This may need to be done annually, from the date the property was purchased.

If your trust owns shares or any other type of investment, you will be required to prepare a set of ﬁnancial statements annually. If we have done your accounts or you have already supplied information please ignore. Some things won't be relevant to you if this is obvious just put N/A.

Please supply or conﬁrm the following information:

Name of Trust:

property

1. Is your property mortgage free?

Yes No

If no, please provide the loan statements showing the closing balance of mortgage/s as at 31 March 20

1. If this is the ﬁrst year the trust owns a property or ﬁrst year we are completing the tax requirements, please provide:
	* Sale and Purchase Agreement &
	* Copy of solicitor’s settlement statement with purchase details
2. If you have sold property that the trust owns please provide:
	* Sale and Purchase Agreement &
	* Copy of solicitor’s settlement statement with sale details

shares

1. If your trust owns shares, excluding funds under management, please provide investment statements detailing shareholding balances and market values as at year end.
2. If your trust has purchased or sold shares during the year, excluding funds under management, please provide investment statements detailing speciﬁcally the purchase or sale values, quantities purchased or sold and transaction dates.
3. If your trust has money invested in a managed fund, please provide investment portfolio statements detailing such for the relevant ﬁnancial year as speciﬁed.

bonds

If your trust held bonds during the year, please provide statement details showing balances as at year end, any interest received and details of any bonds that reached maturity during the year.

bank accounts

Please provide bank statements showing all bank balances held in the name of the trust as at year end.

Please note all trusts must have a bank account opened under the trust name and the corpus amount deposited into it. The corpus amount is stated in your trust deed document, if we have formed the trust for you this will be $10.00. If this has not been done please arrange as soon as possible. If you have any queries, please feel free to contact our ofﬁce.

interest received

Please provide RWT certiﬁcates or term certiﬁcates for the year ended 31 March received from the bank for any interest received on the trust bank account.

dividends, rebates & insurance proceeds

Please provide any dividend received certiﬁcate, rebate statements and insurance settlement statements for the relevant ﬁnancial year.

other investments

Please provide details of any other investments held by your trust during the ﬁnancial year and provide documentation of any transactions in relation to such including any term deposit certiﬁcate for term deposits not matured at balance date.If your trust has any foreign ﬁnancial interests or overseas income, please ﬁll out the linked document– [“Overseas income](http://www.gilesandliew.co.nz/wp-content/uploads/Overseas-Income-Questionnaire.pdf) [questionnaire”.](http://www.gilesandliew.co.nz/wp-content/uploads/Overseas-Income-Questionnaire.pdf)

gifting / amendments

Please provide copies of Gifting statements completed for the current ﬁnancial year, unless Giles & Liew prepared such and you have already signed and returned these to us. Also any variations to trust deeds

(If gifting is ﬁnished please tick here )

acceptance

I accept responsibility for the accuracy and completeness of the information supplied above which is to be used in the preparation of my ﬁnancial statements. You are not to complete an audit, nor do I wish you to undertake a detailed review of my affairs. I understand that you are unable to provide any assurance on my ﬁnancial statements and that you accept no liability for the accuracy and completeness of the information supplied by me and that the ﬁnancial statements will be prepared at my request and for my purposes only and that you will not be liable for any losses, claims or demands by any third person.

I hereby authorise Rayner Wallen to act as agent for all tax information in relation to myself and or my trust and obtain any information required from my bankers, solicitors, ﬁnance companies and other persons as required. These arrangements continue in effect from year to year unless we agree to change them.

NAME OF TRUSTEE SIGNED DATE

bank account details for IRD refunds

For any IRD refunds that may be issued, please provide your bank account details so that funds may be deposited directly into your account:

Account name

Account number