FIGURE IT OUT LIMITED • ACCOUNTANTS & TAX AGENTS
fio@figureitout.co.nz • 06 877 0540 • PO Box 8600 Havelock North, 4157 • www.figureitout.co.nz

Trust Questionnaire

Name: ________________________________

Year Ended: 31 March 2019

PLEASE READ:

Trustees are required to hold the original copy of the signed Trust Deed on record. Please ensure **all** Trustees are aware where the original signed Deed is held.

		Yes/No?	*Information to send:*
1.	Have there been any changes in trusteeship or beneficiaries?	☐	Details of any changes
2.	Do any beneficiaries live overseas? If yes, please advise in Table B	☐	
3.	Did the Trust receive rental income?	☐	Refer to figureitout.co.nz to complete a rental income questionnaire OR contact us if you require us to send you a copy.
4.	Did the Trust receive any interest or dividends during the year?	☐	Resident Withholding Tax certificate Dividend statements
5.	Did the Trust receive income from overseas (e.g. interest or dividends)?	☐	End of year interest statements Dividend statements Other investment broker statements
6.	Does the Trust have any investments?	☐	Please complete table A below OR send relevant documents
7.	Does the Trust use the services of a portfolio advisor?	☐	Portfolio adviser statement
8.	Did the Trust buy or sell investments during the year (e.g. shares, bonds, Debentures, overseas investments)?	☐	All documentation relating to the sale(s) or purchases(s)
9.	Has the Trust sold or purchased land or buildings?	☐	Settlement statement Sale and purchase agreement Lawyers invoice Valuation
10.	Has the Trust purchased fixed assets during the year over $500 (GST Exclusive)?	☐	Description of assets including the date Purchased, purchase price and whether asset was purchased new or second hand Copies of Invoices
11.	Has the Trust sold or disposed of fixed assets during the year?	☐	Description of assets including the date Sold or disposed of and price List of assets written off
12.	Did the Trust have any loans?	☐	Loan statements
13.	Did the Trust file GST returns?	☐	

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		Yes/No? Included?	Information to send:
14.	Please send to following additional information, where applicable	☐	Bank statements at year end for all bank accounts
		☐	Gifting statements and deeds of forgiveness of debt
		☐	Legal invoices
		☐	Details of any beneficiary distributions (e.g payments made for the beneficiaries)
		Yes?	
15.	Would you prefer:		
	Printed and bound copies of your accounts	☐	How many copies would you like?
	A PDF copy of your accounts sent by email	☐	
16.	Bank Account number for refunds	....	

17. Declaration
I accept responsibility for the accuracy and completeness of the information supplied in this questionnaire which is to be used in the preparation of my financial statements. You are not to complete an audit, nor do I wish for you to undertake a detailed review of my affairs in order to substantiate the accuracy of my information, and therefore you are not asked to provide any assurance of my financial statements. I understand your work can not be relied on to detect error and fraud and that you accept no liability for the accuracy and completeness of the information supplied by me. I further understand 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 also accept responsibility for all other records and information supplied to you other than those listed above. I accept responsibility for any failure by me to supply all relevant records and information to you.

Signature____ Date_______________________________

Table A – Investments

Name of Investment	Country	Type (e.g. shares, bonds, hedge)	Cost	Market Value	Shareholding (if applicable)

Table B
