

Have your details changed? Please let us know

Address: _____

Phone Number: _____

Cell Phone Number: _____

Email: _____

We will be unable to start your job until all the information is provided and this is signed

TERMS OF ENGAGEMENT

I/we accept responsibility for the accuracy and completeness of the information supplied which is to be used in the preparation of the financial statements. You are not to undertake a detailed review of my/our affairs in order to substantiate the accuracy of my/our information, and therefore you are unable to provide any assurance on my/our financial statements. I/we understand your work cannot 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/us. I/we further understand that the financial statements will be prepared at my/our request and for my/our purpose only and that you will not be liable for any losses, claims or demands by any third person. I/we instruct My Accountant Limited to prepare special purpose statements for me /us except for companies which may not be appropriate for general use.

In terms of the Privacy Act 1993 I/we authorise My Accountant Limited to obtain any information required for the completion of my/our Financial Statements and Taxation Returns and to incur charges for this if necessary. The holder of any such information is authorised to release that information to My Accountant Limited on sighting this form. In addition My Accountant Limited are authorised to supply information on my/our affairs to my/our bank, solicitor or any other party notified to My Accountant Limited by me/us.

CLIENTS SIGNATURE _____

DATE _____

RECORDS & INFORMATION REQUIRED

YES

NO

PLEASE PROVIDE US WITH THE FOLLOWING

BANK STATEMENTS

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Please note details on bank statements for every transaction including automatic payments for all accounts operated by the trust. Detail clearly the nature of all payments and deposits. Personal expenses or drawings should be clearly marked and non-trust deposits clearly described. If the trust is registered for GST please note payments NOT subject to GST.

Statements should cover the full period and for at least one month after balance date. Please obtain any missing statements.

Please provide the trust's cheque and deposit books

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Number of Cheque Books _____

Number of Deposit Books _____

AND/OR

MANUAL CASHBOOK (NON COMPUTERISED)

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If you use a manual cashbook please provide us with the trust's balanced cashbook and a copy of the final bank statement for the financial year for each bank account the trust uses

RECORDS & INFORMATION REQUIRED**YES****NO****MYOB COMPUTERISED ACCOUNTING SYSTEMS**☐☐

If you are providing us with a backup of the trusts MYOB Accounting System please provide us with the following information

CD/Disk enclosed or Emailed to

Please provide the following details of the trusts MYOB accounting system

Package	Username
Version	Password

OTHER COMPUTERISED ACCOUNTING SYSTEMS☐☐

If the trust uses a computerised accounting system other than MYOB please provide us with a copy of the following:

- Trial Balance
- Profit & Loss Statement
- Balance Sheet
- Detailed General Ledger, showing all accounts and transactions
- Bank Reconciliation report for all bank accounts

CD/Disk enclosed or Emailed to

MORTGAGES, LOANS & HP AGREEMENTS☐☐

Please provide us with details of mortgages, loans or HP agreements that the trust has raised or repaid in this financial period

Please provide documents showing

Lender Name	Term
Principal Sum	Commencement Date
Security	Rate of Interest

Attach loan statements for the year ended the 31st March 2010 sent to you by your lender. Please note you can instruct your lender to send these to us directly.

GIFTING☐☐

If you have a gifting program please provide gifting statements from your lawyer

Who is your Lawyer

What Firm do they work for

REPAIRS & MAINTENANCE☐☐

Please provide details of major repairs and maintenance to trust assets during the financial period

List attached

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RECORDS & INFORMATION REQUIRED**YES****NO****SALE AND PURCHASE OF FIXED ASSETS**☐☐

Purchase of fixed assets (items over \$500)

Description	New/Used	Date	Price (including GST)
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

Sale of fixed assets or items written off (please check the asset schedule in your prior year accounts)

Description	Scrapped/Sold	Date	Price (including GST)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If you have sold or purchased land or buildings please provide copies of the settlement statement from your lawyer

INCOME INFORMATION REQUIRED**YES****NO****RENTAL INCOME**☐☐

If the trust has received income from a rental property please complete our rental questionnaire

BUSINESS INCOME☐☐

If your trust has been involved with business activities please complete our business questionnaire

NEW ZEALAND INVESTMENTS☐☐

SAVINGS ACCOUNTS: Please provide the following information

- Bank Statements from the 1st April 2009 to the 31st March 2010
- RWT Certificate showing gross interest received and RWT paid as at the 31st March 2010

TERM INVESTMENTS: Please provide the following information

- Documentation showing term investment balance as at the 31st March 2010
- RWT Certificate showing gross interest received and RWT paid as at the 31st March 2010

DIVIDENDS: Please provide the following information

- Dividend Certificate showing gross dividend received, imputation credits and RWT paid as at the 31st March 2010

INCOME INFORMATION REQUIRED**YES****NO****FOREIGN INVESTMENT FUNDS** _____☐☐

Please provide us with all documentation relating to the trusts foreign investments, these include shares, deposits, super schemes invested in a foreign company

- The original purchase price and number of shares
- The market value of the shares at the 1st of April 2009
- The market value of the shares at the 31st of March 2010
- Any transactions that have occurred within the financial year (purchases and sales of shares & dividends received)

Documents Attached _____

☐☐**LAQC LOSSES** _____☐☐

Please provide us with the following information If the trust has received LAQC losses from a company that we do not prepare financial statements for

Company Name _____

IRD Number _____

Share of loss

\$ _____

Please provide us with supporting documentation including the financial statements

TRUST AND ESTATE INCOME _____☐☐

Please provide us with the following information If the trust has received income from an estate or trust that we do not prepare financial statements for

Trust or Estate name _____

IRD Number _____

Beneficiary Income

\$ _____

Tax paid by trust or estate

\$ _____

Please provide us with supporting documentation including the financial statements

PARTNERSHIP INCOME _____☐☐

Please provide us with the following information if the trust has received income from a partnership that we do not prepare financial statements for

Partnership Name _____

IRD Number _____

Profit/Loss allocation

% _____

Share of Profit/Loss

\$ _____

Share of Tax Credits

\$ _____

Please provide us with supporting documentation including the financial statements

REFUNDS**YES****NO****BANK ACCOUNT DETAILS**☐☐

Please provide us with the trusts bank account details so we can deposit any tax refund directly into the bank account

Bank Name

Branch

Account Holder

Account Number

AUTHORISATION FOR USE OF A TAX REFUND☐☐

I/we authorise My Accountant Ltd to bank my 2010 tax refund into my/our trust account and deduct the accountancy fees owing to them.

Please sign