Trust Questionnaire – 2017

Please ensure this questionnaire is completed, signed and included with your records

|  |  |  |  |
| --- | --- | --- | --- |
| Client Name |  | Phone: |  |
| Balance Date | 31 March 2017 | Fax: |  |
| Email:  |  |

**To: Harts Chartered Accountants**



Signature Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If sending this back by email, please type your name in above – otherwise sign it. By doing so, you are acknowledging

that you accept the above terms and conditions of the engagement.

**Inland Revenue prefers to pay any refunds by direct credit.  Would you please advise the bank account number**

**you would like any refunds deposited in to:**

**Account number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
|  **Records and Information Required:** | ✓ | Comments: |
| **1. Trustees / Settlor** |
| Please advise any changes in address and other circumstances | [ ]  |  |
| **2. Gifting Programme** |
| Please advise the date of gifts made to your trust during the financial yearPlease attach details of the gifting documentation from your solicitor | [ ]  | Date of gift \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **3. Minutes / Resolutions / Memorandum of Wishes** |
|  Copies of any minutes, resolutions, or Memorandum of Wishes | [ ]  |  |
| **4.** **Bank Statements** |
| Copies of bank statements for all trust bank accountsDetails of all transactions or cheque and deposit books  | [ ] [ ]  |  |
| **5. Beneficiaries** |
| Where expenses have been paid on behalf of a beneficiary please indicate which beneficiary the expense relates to. | [ ]  |
| **6**. **New Zealand Investments** |
| Copies of certificates for interest and dividendsDetails of any sales, purchases and gifts of shares or other investments including property | [ ]  [ ]  |  |
| **7. Overseas Investments** |
|  There are new rules for the taxing of overseas investment including various methods of calculating your foreign investment income (FIF). Please provide:Copies of certificates for interest & dividends.List all your overseas investments- include the cost, currency and date of purchase of those investments including foreign superannuation and life insurance schemes and property. Dividend statements of any dividends received or shares issues in lieu of dividends.There may be further information required once we have assessed what method of calculating your foreign investment income will apply.  | [ ] [ ] [ ]  |  |
| **8. Rental Income or Mixed Use Holiday Home**  |  |  |
|  If applicable, please complete the separate questionnaires for each  property |[ ]   |
| **9. Other Income** |  |  |
| Please provide details of any other income |[ ]   |
| **10. Major Transactions** |  |  |
|  Please provide a list of any other major transactions that have occurred  during the financial year that affect the Trust. | [ ]  |      |