



# 2026 Trust/Estate Questionnaire

Client Name: .....

Balance Date 31 March 2026

Have any of your contact/email details changed? If so, please supply

TO: Hayward & Co. Chartered Accountants Ltd

I/We hereby instruct you Hayward & Co Chartered Accountants Ltd and staff/contractors as applicable to prepare my/our Financial Statements and Taxation Returns for the tax year ended 2026. I/We undertake to supply all information necessary to carry out such services and will be responsible for the accuracy and completeness of such information. I/We understand that you will rely upon the information provided by me/us. Your services are not intended to, and accordingly 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 statutory audit requirements. I/We understand that during preparation of the Financial Statements and Taxation Returns you will not be specifically investigating non-compliance with laws and regulations – however, should anything come to light of this nature during this process, you will bring that to my/our attention.

I/We understand that the Financial Statements and Taxation Returns are prepared for my/our own use and to determine my/our taxation liabilities. If this should change in any material respect, I/we will inform you immediately. You will not accept any responsibility to any person, other than me/us, for the contents of the Financial Statements.

All other terms and conditions of this engagement are the same as those referred to in the original Engagement Letter I/we signed when I/we became a client.

I/We also accept that you have the right to charge interest on overdue accounts at the rate of 2.0% per month, and that all accounts are due for payment by the 20th of the month following invoice date. The charging of such interest will be at your discretion. I/We accept that any collection costs you incur will be fully recoverable from me/us.

Authority is given to obtain information from Inland Revenue, other government agencies and financial institutions about all tax types (except child support), bank and loan accounts in order to complete the above assignments. This includes obtaining information through all Inland Revenue media and communication channels including electronic ones.

I/We authorise your organisation to act as our agent for ACC levy purposes for all associated entities. This authorisation allows your organisation to query and change information on my/our ACC levy account(s) through ACC staff, and through MyACC for Business. This authority will also allow your organisation's main representative discretion to delegate access to my/our ACC information to other members of your organisation. Other delegated members of your organisation will also be able to query and change information on my/our ACC levy account.

You are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us however you are authorised to sign any other taxation return on behalf of myself/ourselves or any of my/our associated entities.

.....

.....

Client's signature

Date



Please answer all questions. As the information provided will be used for tax purposes it is important all information supplied is accurate and complete. If you have any queries, please contact us.

**COMPUTERISED AND NON-COMPUTERISED ACCOUNTS** Yes No

**Xero**  
 Copy of the final bank statement for the year showing the balance at year end agree to Xero balances. Yes No

**Computerised System:**  
 Copy of the bank reconciliation report plus the final bank statement for the year showing the balance at year end. Yes No

**Manual Cashbook (Non-Computerised System):**  
 Cashbook including a bank reconciliation plus a copy of the final bank statement for the year showing the balance at year end. Yes No

**Bank Statements (Non-Computerised System):**  
 Copies of all bank statements for the year plus narrative on bank statement. Please also include the first month of the new financial year with the source data. Yes No

**INCOME AND EXPENSES** Yes No

**Share of Partnership income** (if not prepared by us) Yes No  
   
 Partnership name: \_\_\_\_\_  
 IRD Number: \_\_\_\_\_  
 Share of profit/ (loss) \$ \_\_\_\_\_  
 Share of tax credit \$ \_\_\_\_\_

**Interest** Yes No  
   
 Please email all tax deduction certificates (RWT certificates)

**Dividend received** Yes No  
   
 Provide details of any dividends received certificates

**Property Valuations** Yes No  
   
 Please provide a copy of any Government valuations of your properties received in this financial year, except your private dwelling.

**Deductible expenses** Yes No  
   
 Please provide full details of any expenses incurred in deriving income. Please attach supporting documents to substantiate expenses.  
Types of expenses:  
 Management fees \$ \_\_\_\_\_  
 Legal fees \$ \_\_\_\_\_  
 Other \$ \_\_\_\_\_

**Solicitors Statements** Yes No  
   
 Please provide solicitor statements for any rental properties bought or sold during the year and any business-related transactions.

**Rental Income** Yes No  
   
 Please provide the following:  
 - Bank statements or list of rental income and expenses.  
 - Details on expenses incurred during the year (insurance, rates, interest, R&M etc)  
 - Gross rental receipts  
 - Addresses of properties rented  
 - Period the property was available to rent: \_\_\_\_\_ month

