

Trust Name: _____



2024 Trust Questionnaire

Please complete this questionnaire, sign over the page and return with your records.

Information we need				
<p>Details of Settlers & Settlements – A settlor is anyone who has transferred value to a trust, whether money or property, or something of value, they do not need to be named in the trust deed to be a settlor.</p> <p>Powers of Appointment – A person with power of appointment is anyone who has the power to appoint or dismiss a trustee, to add or remove a beneficiary, or to amend the trust deed.</p> <p>Beneficiaries & Distributions – A distribution is any transfer of value, whether money or money’s worth, from a trust to a person because they are a beneficiary of the trust. For any beneficiary who receives a distribution during the year.</p> <p>For all of the above please complete the below table: Name, Date of birth, Jurisdiction of tax residency, IRD number or Tax Identification number (TIN). <i>(If there are more than four individuals, please complete the details on a separate page and attached)</i></p>				
Name	Settlor/P.O.A/Beneficiary	Country of Residence	D.O.B	IRD #/TIN #
Information we need			Y/N/NA	Comment
<p>Accounting Records Computerised accounting records - Software used _____ Other records -</p>				
<p>Bank Statements – Provide a bank statement or internet banking screenshot showing closing balance at year end for all business accounts</p>				
<p>Accounts Receivable (Debtors) Please provide a schedule</p>				
<p>Accounts Payable (Creditors) Please provide a schedule</p>				
<p>Capital Expenditure - details of assets purchased/sold during the year. Please provide copies of invoices</p>				
<p>Loan Statements – Provide a copy showing closing balance at year end</p>				
<p>Interest and Dividend Certificates</p>				
<p>Overseas income - including interest and dividend certificates, changes in overseas shareholding.</p>				
<p>Legal and Loan Documents Please attach any solicitor's statements and Sale & Purchase Agreements Provide Agreements relating to any legal transactions during the year. Please include statements and agreements relating to any mortgages, hire purchases, leases or loans.</p>				
<p>Business Expenses - Please provide invoice/s There are a several expenses that we specifically require invoices for. Please ensure the records you provide us with include all paid accounts for:</p> <ul style="list-style-type: none"> • Insurance premiums • Legal fees 				
<p>Gifting – details of gifts made/received during the year</p>				
<p>Major Transactions – Please provide a list of any major transactions that have occurred during the financial year that affect the Trust.</p>				

Trust Name: _____



To: ROVA Chartered Accountants

Terms of Engagement

I/We hereby instruct ROVA to prepare my/our Financial Statements and Taxation Returns for the 2024 Financial year.

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 ROVA will rely upon the information provided by me/us. ROVA's services are not intended to, and accordingly will not result in the expression by ROVA 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 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 ROVA 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 Engagement Letter I/We have signed. ROVA's Terms of Engagement are also available on the website <https://www.rova.co.nz/about/terms-of-engagement/>

If I/We have also instructed ROVA to prepare our GST/PAYE/FBT Returns or prepare wages on a regular basis. I/We accept that it is my/our responsibility to advise ROVA of all relevant transactions on a timely basis as well as obtain valid tax invoices that comply with the GST legislation.

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

Please note: - Privacy and AML Due Diligence Requirement

ROVA are hereby authorised to communicate with my/our bankers, solicitors, finance companies and all government agencies to obtain such information as ROVA require in order to complete the above assignments.

Please complete the below contact details so that we can ensure our records are up-to-date.

Work Phone	
Mobile	
Email	
Address	

Signed

Date

Thank you for completing this questionnaire.

We must have client questionnaires signed before we can start your end of year accounting work.