

# Trust Year End Questionnaire

Financial Year Ended:

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You instructed us to prepare your Financial Statements and Tax Returns. You undertake to supply all information necessary to carry out such services and will be responsible for the accuracy and completeness of such information.

It is important to understand that it is not the responsibility of Darvill Mellors & Co Limited to detect error or fraud and that the work undertaken has been prepared only for you. We are not responsible for any loss or claim by any third party.

You authorise Darvill Mellors & Co Limited to communicate with your bankers, solicitors, finance companies, Inland Revenue, ACC or other third-party organisation to obtain information necessary to prepare your Financial Statements and Tax Returns. If you do not wish us to have this authority, please delete the following (**authority granted**).

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Signature

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Date

Please complete these details to ensure our records are up to date.

Name:

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Contact Numbers:

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E-mail:

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Postal Address:

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# Questionnaire

## Records Required

✓ or N/A

<p>Bank Statements Please provide a csv file of the bank statement transactions for the full year from 1 April till 31 March (not necessary if using an accounting system). AND provide the closing account balances.</p>	<input type="checkbox"/>
<p>Dividend PAYE and Imputation Credit Certificates. Including Notices' where dividends are reinvested.</p>	<input type="checkbox"/>
<p>Overseas Shares and Investments. A list of all shares and investments owned at 1st April and 31st March including name of Company, # of Shares and details of all Shares bought and sold during the financial year. For Share Portfolios, please provide the year end taxation report and portfolio valuation report.</p>	<input type="checkbox"/>
<p>Interest Withholding Tax Certificates</p>	<input type="checkbox"/>
<p>Loan Statements Please provide statements showing the year end closing balances or the year end summaries.</p>	<input type="checkbox"/>
<p>Did the Trust purchase or sell any property during the year? If yes, please provide a copy of the sale &amp; purchase agreement, solicitor's settlement statement and a copy of the Code Compliance Certificate for any purchases if this was issued on or after 27 March 2020.</p>	<input type="checkbox"/>
<p>Passwords for any files provided Excel spreadsheets or accounting system files</p>	<input type="checkbox"/>
<p>Copies of any savings, investment, term deposit statements for the year.</p>	<input type="checkbox"/>
<p>If the Trust operated a rental property, please complete a separate rental property questionnaire.</p>	<input type="checkbox"/>
<p>Did the Trust purchase or sell any assets during the year? If yes, please provide details.</p>	<input type="checkbox"/>
<p>Details of any gifts made during the year.</p>	<input type="checkbox"/>

Please provide the details of any child beneficiaries:

Name	Date of Birth	Student Loan
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Has there been any amendments to the Trust Deed, Trustees or Beneficiaries this year? If so, please provide details and documentation.