

TRUST FINANCIAL INFORMATION QUESTIONNAIRE 2026 INCOME YEAR

Please complete this questionnaire and provide all relevant records to enable preparation of the Trust's financial statements in accordance with Inland Revenue (IRD) requirements. Not all sections will be applicable depending on the nature of the Trust's activities, investments, and tax obligations. Please complete only those sections relevant to your circumstances.

1. Trust Details

Trust Name:

GST Registered: ☐ Yes ☐ No

2. Engagement & Authority

Trustees authorise the preparation of Financial Statements and Tax Returns and confirm that all information supplied will be complete and accurate.

Trustee Signature: _____

Date: __ / __ / 2026

3. Records Required (Tick if provided)

- ☐ Bank statements (Note bank statements are not required where Xero or MYOB used. Where this is the case we only require the balance as at the year end. IT is also preferable for bank statements to be provided in a CSV form and emailed to reception@hswaccounting.co.nz.)
- ☐ Cashbook / accounting software reports
- ☐ GST returns and workings
- ☐ FBT returns and workings (if applicable)
- ☐ Loan, mortgage, and finance agreements
- ☐ Hire purchase / lease agreements
- ☐ Vehicle logbooks
- ☐ Stock sheets (required by IRD)

4. Debtors (Accounts Receivable)

Amounts owing to the Trust at 31 March 2026:

Name	Description	Amount

5. Creditors (Accounts Payable)

Amounts owing by the Trust at 31 March 2026:

Name	Description	Amount

6. Trust-Specific Information

Gifting made during the year (dates and amounts):

Date	Amount	Donee

7. Legal & Loan Documents

- ☐ Property sale/purchase agreements
- ☐ Loan or mortgage agreements
- ☐ Solicitor settlement statements

9. Business Expenses (if applicable)

- ☐ Insurance
- ☐ Legal fees

10. Mixed Use Assets (if applicable)

Holiday home / Bach: ☐ Yes ☐ No

Boat / Plane (> \$50,000): ☐ Yes ☐ No

If the asset is mixed use please provide the following;

Owner Days _____

Client Days _____

11. Declaration

I confirm that the information supplied is true and complete and authorise its use for taxation and financial reporting purposes.

Trustee Signature: _____

Date: __ / __ / 2026