

## Trust Supplement 2021

**This supplement is for all trusts**

**Ensure this questionnaire is completed and included with your records**

Client Name:		Address:	
Balance Date:		Phone:	
		Email:	

To: McCoy & Co Limited

### Terms of Engagement

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for the 2021 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 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.

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

### Accident Compensation Corporation

I/We authorise your organisation to act as my/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 ACC Online Services. 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.

All other terms and conditions of this engagement are the same as those referred to on the McCoy & Co website [www.mccoyandco.co.nz](http://www.mccoyandco.co.nz).

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Tax Refunds

Please provide the bank account number that you would like any tax refunds credited into.

Bank account \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Trust Supplement 2021

Records Required	Comment
<p><b>Capital Expenditure</b></p> <p>Attach details of assets purchased or sold during the year such as motor vehicles, plant and equipment and properties. Where applicable please provide the following details:</p> <ul style="list-style-type: none"> <li>• Hire purchase or loan agreements</li> <li>• Lease agreements</li> <li>• All legal statements and agreements</li> <li>• Trade-in details</li> <li>• Lost, stolen or scrapped items</li> <li>• Copy of Tax Invoices</li> </ul> <p>A copy of last year's Asset and Depreciation Schedule is available on request. We suggest you review the schedule and indicate any assets that no longer exist.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p><b>Legal Documents</b></p> <p>Please attach any solicitor's statements. Please provide all any new Trust Deeds, minutes, resolutions, beneficiary distributions or other documents, that were not drafted by McCoy &amp; Co Ltd.</p>	<input type="checkbox"/>
<p><b>Gifting Programme</b></p> <p>Please advise the date of gifts made to your trust during the financial year. If you have copies of the gifting documentation from your solicitor, please attach this.</p>	<p>Date of Gift _____</p>
<p><b>Major Transactions</b></p> <p>Please attach a list of any major transactions that have occurred during the financial year that affect the Trust.</p>	<input type="checkbox"/>
<p><b>Mixed Use Assets</b></p> <p>Do you own an assets, such as property, boat or plane that is used privately and also to derive income? If so please complete the Mixed Use Assets Supplement.</p>	
<p><b>Trust Works</b></p> <p>Trust Works is a new service we are offering to our clients, which sets out to resolve the major issues around compliance of family trusts, it's also makes trusts easy to manage and delivering secure storage for all your important information for the life of your trust. If you would like more information please tick this box.</p>	<input type="checkbox"/>

**Thank you for completing this questionnaire**  
**Don't forget to sign it**

Convenient time to call you is:	
Alternative phone numbers are:	
When do you want your accounts completed by?	
Would you like us to supply a copy to your bank?	Yes <input type="checkbox"/> No <input type="checkbox"/> (Tick One)
If your accounts are to be supplied to your bank, please advise the name of your current bank manager:	