

2021 TRUST (Short Form) QUESTIONNAIRE

Trust Name: _____

Contact Person: _____

Email Address: _____ Phone Number: _____

Your time and effort in completing this form is much appreciated by the team at Vision Accounting Solutions Ltd.

	YES	NO	If 'YES', please see over for instructions
1. Does the Trust have a bank account?	<input type="checkbox"/>	<input type="checkbox"/>	A1
2. Are the Trust's investments managed by a Portfolio Manager?	<input type="checkbox"/>	<input type="checkbox"/>	B1
3. Did the Trust receive any Interest or Dividends during the year?	<input type="checkbox"/>	<input type="checkbox"/>	C1
4. Did the Trust receive any Foreign Income or incur Foreign Expenses?	<input type="checkbox"/>	<input type="checkbox"/>	C2
5. Was the Trust making payments on any Loans during the year?	<input type="checkbox"/>	<input type="checkbox"/>	D1
6. Did you buy or sell Real Estate, a Business or any Investments during the year?	<input type="checkbox"/>	<input type="checkbox"/>	E1
7. Have you purchased or disposed of any other Trust assets?	<input type="checkbox"/>	<input type="checkbox"/>	F1
8. IN ALL CASES, PLEASE COMPLETE GENERAL INFORMATION AT SECTION G1	<input type="checkbox"/>		G1
9. IN ALL CASES, PLEASE SIGN THE DECLARATION BELOW	<input type="checkbox"/>		

DECLARATION

I accept responsibility for the accuracy and completeness of the information supplied in this questionnaire which is to be used in the preparation of my financial statements. You are not to complete an audit, nor do I wish you to undertake a detailed review of my affairs in order to substantiate the accuracy of my information, and therefore you are not asked to provide any assurance on my financial statements. I understand your work cannot be relied on to detect error and fraud and that you accept no liability for the accuracy and completeness of the information supplied by me. I further understand that the financial statements will be prepared at my request and for my purposes only and that you will not be liable for any losses, claims or demands by any third person.

I also accept responsibility for all other records and information supplied to Vision Accounting Solutions Ltd other than those listed above. I accept responsibility for any failure by me to supply all relevant records and information.

I hereby authorise Vision Accounting Solutions Ltd to obtain from any third party any records or information you require for the purpose of preparing my Financial Statements and Income Tax Returns and accordingly any such third party is authorised to provide Vision Accounting Solutions Ltd with information required.

Signed: _____

Date: _____

If your trust is running a business or operating a rental property, this is not the questionnaire for you. Please use the RENTAL or BUSINESS questionnaire instead

	Enclosed	Sent by email	Not applicable
A1. Bank account			
Please supply copies of the Trust's bank statements for the year. Electronic format (by email or saved onto a USB stick) is best. Please choose one of these three options:			
1. We prefer a .CSV document of all transactions for the year, together with a statement showing the account balance at 31 March 2021	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Your bank may be able to provide the bank statements in PDF format	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Paper copies of the bank statements for the year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B1 Portfolio Reports			
Please supply the entire Portfolio Report from your Portfolio Manager, which constitutes the Taxation Report and the Valuation Report as at 31 March 2021	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C1 Interest and Dividends			
Supply certificates and warrants for all dividends and interest earned (unless the details of this income has already been supplied in the Portfolio Report)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C2 Foreign Income			
Supply certificates and warrants or other documentation for overseas income.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D1 Term Loans			
Please provide the following records:			
- Confirmation of loan balances as at balance date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Details of any agreements repaid or refinanced during the year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Loan account statements if available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E1 Buying/Selling Investments, Real Estate or a Business			
- A copy of all documentation including legal settlement statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sale and Purchase Agreements and Valuations			
Note: if your Trust has purchased a business, it will be necessary to complete a Business Questionnaire.			
F1 Trust Assets other than investments, real estate or business			
Please provide a detailed list of:			
- any assets purchased during the year (include the date purchased and the price paid)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- any assets sold (include the date sold and sale value)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- any assets written off/disposed of for no value during the year (include the reason for the write off or disposal)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G1. General (to be completed in all cases)		Enclosed	N/A
Please provide the following records:			
- Details of any changes in Trustees (including the name and contact details for a new Trustee, details of changes to an existing Trustee, and the date of the change)		<input type="checkbox"/>	<input type="checkbox"/>
- Details of any changes in Beneficiaries during the year (including the name, date of birth, address and IRD number of any new beneficiary and the date of the change)		<input type="checkbox"/>	<input type="checkbox"/>
- Copies of any new Deeds of Acknowledgement of Debt actioned during the year		<input type="checkbox"/>	<input type="checkbox"/>
- Details of any Gifts made to the Trust during the year (including gifts of forgiveness of debt). Supply gift statements if you have them.		<input type="checkbox"/>	<input type="checkbox"/>
- Details of any other matters which you feel might be relevant to determining the tax position of the trust for the financial year.		<input type="checkbox"/>	<input type="checkbox"/>
H1. Bank Account Details			
IRD will no longer issue refunds by cheque. Refunds can be paid directly into the Trust's bank account.			
Please provide us with your preferred bank account details:			
Bank	Account Number:		