2024 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?	☐	☐	A1
2.	Are the Trust's investments managed by a Portfolio Manager?	☐	☐	B1
3.	Did the Trust receive any Interest, Dividends or PIE income during the year?	☐	☐	C1
4.	Did the Trust receive any Foreign Income or incur Foreign Expenses?	☐	☐	C2
5.	Was the Trust making payments on any Loans during the year?	☐	☐	D1
6.	Did you buy or sell Real Estate, a Business or any Investments during the year?	☐	☐	E1
7.	Have you purchased or disposed of any other Trust assets?	☐	☐	F1
8.	IN ALL CASES, PLEASE COMPLETE GENERAL INFORMATION AT SECTION G1	☐		G1
9.	IN ALL CASES, PLEASE SIGN THE DECLARATION BELOW	☐		

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, you may also need to fill in the RENTAL or BUSINESS questionnaire as well

			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 2024 OR
2. Your bank may be able to provide the bank statements in PDF format **OR**
3. Paper copies of the bank statements for the year

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 2024

C1 Interest, Dividends and PIE income

Supply certificates and warrants for all interest, dividends and PIE income earned (unless details of this income has already been supplied in the Portfolio Report)

C2 Foreign Income and Holdings

Supply certificates and warrants or other documentation for overseas income.

Supply bank transactions for all foreign bank holdings for the year in full

Please supply both the bank statements and .CSV transactions for the full year

D1 Term Loans

Please provide the following records:

- Confirmation of loan balances as at balance date
- Details of any agreements repaid or refinanced during the year
- Loan account statements if available

E1 Buying/Selling Investments, Real Estate or a Business

- A copy of all documentation including legal settlement statements

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)
- any assets sold (include the date sold and sale value)
- any assets written off/disposed of for no value during the year (include the reason for the write off or disposal)

G1. Additional Disclosures for Trusts — **Enclosed** — **N/A**

Have there been any changes to Beneficiaries or Trustees during the year? Please provide details (including name, date of birth and IRD number for any person that is new to the trust) and date of change

Have any new debts been acknowledged, or any gifts been made in Reduction of Indebtedness during the year (include copies of all documentation)

If you have not recently supplied this information, please provide: — **Enclosed** — **N/A**

- Details of **all** Trustees, including name, date of birth, contact details and IRD number of each Trustee.
- Details of **all** Beneficiaries, including name, date of birth, contact details and IRD number of the Beneficiary.

H1. If there are any other matters, not included elsewhere which you feel might be relevant in determining the trust's tax position, please note them here:

I1. Bank Account Details

IRD no longer issues 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:

J1. PAPER COPIES OF FINANCIAL ACCOUNTS

It is our practice to send a copy of your accounts and tax returns by email followed by a paper copy in the post. Please indicatewhether you wish to receive a paper copy in the mail.

☐ Yes please
☐ **No paper copy thanks**