

## Client GST Return Questionnaire

Client Name: \_\_\_\_\_

GST Number: \_\_\_\_\_

GST Return period:

Referred to below as "the period" \_\_\_\_\_

1. Manning Warner Browne Limited <b>is requested to prepare your GST Return for the above period.</b>	
2. Do you enclose or have you already provided all of the following items for the preparation of your GST Return for "the Period"?: Bank Statements, Deposit Details, Cheque Butts, Credit Card Statements, Stock Firm or Dairy Company Statements, FBT Returns, a list of all business payments made in cash and all business income received in cash, and any other statements which show an income or expense item?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Have all private expenses made from the business bank accounts been <b>marked private</b> , and all business income included above?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. <b>Have you entered into</b> any Agreements for Hire Purchase, the Sale or Purchase of land or any other assets, leases, loans or any agreement of any type that may, or may not, have involved the payment or receipt of a deposit during "the period"?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. Have you, or any relative, or your family trust, or any other company that you, or they, have shares in, received any goods or services from the business which have not been charged or paid for at <b>normal market price</b> and included above?	Yes <input type="checkbox"/> No <input type="checkbox"/>
6. Do you or any relatives use any <b>business assets for private use</b> ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
7. Do you use any <b>private assets for business use</b> ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
8. Have you paid any business accounts <b>from personal funds</b> ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
9. Have you incurred <b>legal fees</b> or <b>borrowed money</b> in "the period"?	Yes <input type="checkbox"/> No <input type="checkbox"/>
10. Have you <b>bought or sold</b> any assets in "the period"?	Yes <input type="checkbox"/> No <input type="checkbox"/>
11. <b>Do you have invoices</b> for all expenses and purchases covered by "the period"?	Yes <input type="checkbox"/> No <input type="checkbox"/>
12. If you are on an invoice basis, have you provided, or enclosed details of all <b>accounts payable</b> and all <b>accounts receivable</b> at the end of "the period"?	Yes <input type="checkbox"/> No <input type="checkbox"/>

We acknowledge the information requested above is required to ensure the accuracy of our GST Return, and to avoid penalties. All information is enclosed and is correct.

Signed \_\_\_\_\_

Date \_\_\_\_\_