



Business Questionnaire Form

Business Name: _____



Please Tick as Appropriate:



- I have provided copies of all Business Loan Statement.
- I have provided copies of all hire purchase agreements (new HP's during year)
- I wish to claim a home office claim. Please provide details of household costs (rates, repairs, power, rent, insurance, or mortgage if applicable) if home used for business purposes including % area of home used for business purposes
- I have provided copies of all hire purchase agreements (new HP's during year)
- I have provided details of Accounts Payable (amount owed to suppliers by you) Accounts Receivable (amount owed to you by customers) - please provide separate lists of each.
- I have provided the following documents that includes, business bank statements, including credit card statements, and checked the details of expenditure, deposits that are not business income, and any payments without GST content (if GST registered).

Please note that, if you have used accounting software please check that it is reconciled to the bank statement.

Value of goods or cash taken for your private use:

\$

Value of cash on hand and not banked as at Balance Date, including float:

\$

Stock on hand as at Balance Date, valued at the lower of cost or resale value and excluding GST:

\$

Assets sold, purchased, or disposed of during the year (over \$500 GST exclusive):

Asset Details	Date	Amount

List unpresented cheques as at Balance date, with full details:

Cheque Number	Payee	Description	Amount

Were vehicles utilized for private use during the year? (A vehicle logbook must be saved for 3 months span at regular intervals if claiming over 25%)

Vehicle Details	% of Private use

Any other relative Information?
