

Did you use your 'personal' vehicle for business? If so, please advise the distance travelled on business this year.

Vehicle type _____
Total Travel for the year (including private) _____ kms
Business Travel _____ kms

Did you use a business vehicle for private purposes? Please advise distance travelled privately.

Vehicle type _____
Log book percentage of business use _____ %
Total Travel for the year (including private) _____ kms
Private Travel _____ kms
Is your log book older than 3 years? If YES, please update for another 3 month period. **YES / NO**

Is your home used for business (eg office, workshop)?
If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details. If paid from business account these costs should be clearly identified.

Total area of home (m2) _____
Office/Workshop/ Storage area (m2) _____

Rates	\$ _____	Insurance (House & Contents)	\$ _____
Interest on Mortgage	\$ _____	Repairs	\$ _____
Power & Heating	\$ _____	Phone Rental	\$ _____
Business Toll Calls	\$ _____	Other	\$ _____
		If in rental property, rent paid	\$ _____

Documents should be available if required.
If during the year you have moved please advise details of your new address and the date you moved.

Did you receive the COVID-19 Wages Subsidy by 31 March 2020? **YES / NO**

If yes above how many staff did you claim for
Full time _____
Part time _____

Income Protection Insurance – **please provide the annual tax statement provided by your insurer.**

Do you receive Working for Families Tax Credits? If so, do you receive any financial assistance from friends or family for day to day living expenses as we will need details? We will also need details of PIE income for both you and your children, plus children's interest and dividends received.

Do you or any of your family have a student loan?

Did you make any charitable donations during the year? Inland Revenue do not process your donation rebate until your tax return is filed.

If you require us to complete and file this form, please supply all donation receipts.

You are hereby authorised to communicate with my bankers, solicitors, finance companies and all government agencies, including ACC (for ACC levy purposes), to obtain such information as you require to complete the above assignment and future financial statements and income tax returns.

SIGNED: _____ DATE: _____