BUSINESS QUESTIONNAIRE | 2024

Business Name: _____

Some of the following information sought may not be applicable to your business and some information sought may have already been provided. Please provide details where appropriate.

Please tick as appropriate:

☐ **I have provided business bank statements, including credit card statements, noted with details of expenditure, deposits that are not business income, and any payments without GST content (if GST registered). If you have used accounting software please check that it is reconciled to the bank statement. Please also provide just the closing bank statement.**

☐ **I have provided copies of all Business Loan statements**

☐ **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 (repairs, rates, insurance, power, rent or mortgage if applicable) if home used for business purposes including % area of home used for business purposes**

☐ **If GST registered please provide copies of GST returns and workings**

☐ **I have provided details of Accounts Receivable (monies owed to you by customers), Accounts Payable (monies owed to suppliers by you) – please provide separate lists of each.**

☐ **If business expenses were paid out of a private account please provide details**

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

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

Value of goods or cash taken for your private use: $ _____

Please Turn Over ➔

Assets purchased, sold or disposed of during the year (over $1000 GST exclusive)

Asset details	Date	Amount (GST Inclusive)

Were vehicles used for private use during the year? (A vehicle log book must be kept for a 3 month period every 3 years if claiming more than 25%)

Vehicle details:	% of private use

Did you receive the Wage Subsidy during the year? (Detail amount and date Received)

Date Received	Amount Received

Other information?