Grant Thornton

REQUIRED FOR YEAR END 31 MARCH 2025

Your trust information

Your details

Trust details

Trust name

Contact details - to ensure our records are up to date, please complete the following

	Preferred contact method
Trust phone	☐
Fax	☐
Home phone	☐
Mobile	☐
Email	☐
Website	
Trust postal address	
Trust street address	
Home address	

Please sign the Privacy Act authorisation on page 3

Privacy Act authorisation

1. I/We authorise Grant Thornton New Zealand Ltd (Grant Thornton) and any employees or contractors of Grant Thornton to act as our tax agent with Inland Revenue on matters relating to ALL tax types (except child support). This includes authority to:
   - discuss and make enquiries verbally or in writing to Inland Revenue from time to time regarding my/our tax affairs
   - obtain and access information via telephone/info express, fax or online services provided by Inland Revenue.

2. I/We authorise any person or company to provide Grant Thornton with such information as Grant Thornton may require to complete the Financial Statements, and/or Tax Return, and any other work Grant Thornton carries out on behalf of myself/ourselves.

3. I/We further authorise Grant Thornton to furnish to any third party, financial information of mine/ours as Grant Thornton sees fit that is requested in furtherance of our business activities.

4. I/We further authorise that all information is true and correct and is supplied under the terms pursuant to the signed terms of engagement previously issued.

5. I/We authorise Grant Thornton to act on my/our behalf in respect of the Accident Compensation Corporation (ACC) for the purposes of querying and/or changing information on my/our ACC levy account(s) through ACC staff, and through ACC Online Services. This authority will also allow Grant Thornton's main representative discretion to delegate access to your ACC information to any member of Grant Thornton. Other delegated members of Grant Thornton will also be able to query and change information on your ACC levy account.

Signature	
Trust name	
Name	
IRD number	
Designation	
Date	

Bank account details

Inland Revenue no longer provides the option for refunds via cheque for any tax returns submitted for future income tax years. All tax refunds will now be paid by direct credit to the designated bank account. It is crucial that the bank account details Inland Revenue currently hold for you, if any, are correct.

We would appreciate it if you could confirm your current bank account details by sending us a bank deposit slip for the relevant entities or individuals. Please note them below so we can advise Inland Revenue of these details (please let us know if these details change):

Entity name(s)				

Financial statements

Indicate whether the trust had income from the following sources and attach relevant documentation (eg, dividend and interest certificates, portfolio reports etc).

1	Interest (New Zealand)	Yes	No	N/A	GT use
1	Did you receive any New Zealand interest during the year? If yes, attach resident withholding tax (RWT) certificates and detail sources below. Please note that banks will only issue certificates for interest received over $50. However, you are required to account for all your interest income and therefore you should request certificates from your bank, irrespective of how much interest is earned.	☐	☐	☐	☐

Name of bank	Inland Revenue
Name of bank	Investment portfolios
Name of bank	Government or local body stock
Name of bank	Other - name

2	Portfolio investment entities (PIEs)	Yes	No	N/A	GT use
1	Did the trust have any investments in PIEs? If yes, attach any investment summary schedules received for the year including details of the prescribed investor rate (PIR) used.	☐	☐	☐	☐

3	Dividends (New Zealand)	Yes	No	N/A	GT use
1	Did the trust receive any New Zealand sourced dividends during the year? If yes, attach dividend statements and detail sources below:	☐	☐	☐	☐

Company name(s)

3	Dividends (New Zealand) continued	Yes	No	N/A	GT use
2	Did the trust purchase or sell any shares during the year? If yes, provide details:	☐	☐	☐	☐

4	Estate or trust income	Yes	No	N/A	GT use
1	Did the trust receive income from an estate or another trust? If yes, provide full details including:	☐	☐	☐	☐

Name

IRD number

Type of income

Amounts

5	Partnership	Yes	No	N/A	GT use
1	Did the trust receive income from a partnership? If yes, provide full details including:	☐	☐	☐	☐

Name

IRD number

Type of income

Amounts

6	Overseas income	Yes	No	N/A	GT use
1	Did the trust receive income from the following sources? Specify currency and date of receipt if not in $NZ.	☐	☐	☐	☐
	i overseas interest or dividends - attach interest/dividend statements	☐	☐	☐	☐
	Name / Advise principal invested overseas				
	ii other overseas income - provide details of any other income from overseas:	☐	☐	☐	☐
2	Attach statements showing movements in the investments during the year.	☐	☐	☐	☐

6	Overseas income (continued)	Yes	No	N/A	GT use
3	Provide full details of any interest in offshore entities, eg bank accounts, credit cards, superannuation schemes, unit trusts, life insurance policies, shares in overseas companies, loans to foreign entities. Note: If the trust has offshore investments we will need to contact you in relation to applying the foreign investment fund (FIF) rules.	☐	☐	☐	☐

7	Rental income	Yes	No	N/A	GT use
1	Did the trust receive any rental income this year?	☐	☐	☐	☐
2	Does the trust put this income and expenditure through a trust bank account? If yes, ensure question 9 onwards is completed.	☐	☐	☐	☐
3	Please provide the address of the property/properties:	☐	☐	☐	☐
4	Attach details of rents received and expenses incurred (eg mortgage interest, rates, insurance, repairs).	☐	☐	☐	☐
5	If the trust commenced or ceased renting during the year, provide details of the dates. If possible, provide copies of the latest government or independent valuation(s).	☐	☐	☐	☐
6	If trustees/beneficiaries are leasing trust property, has a tenancy agreement been completed and signed?	☐	☐	☐	☐

8	Business income	Yes	No	N/A	GT use
1	Did the trust receive any business income during the year? If yes, please ensure from question 9 onwards is completed. If no, go to question 20.	☐	☐	☐	☐

9	Accounts receivable - amounts owing to the trust	Yes	No	N/A	GT use
1	Provide a list of accounts receivable at balance date indicating whether amount(s) are GST inclusive or exclusive.	☐	☐	☐	☐

10	Accounts payable - amounts owing by the trust	Yes	No	N/A	GT use
1	Provide details of accounts payable at balance date, indicating whether amount(s) are GST inclusive or exclusive.	☐	☐	☐	☐

Note: Remember to include full details of sundry amounts owing (eg wages and PAYE).

11	Banking and cash details	Yes	No	N/A	GT use
1	Does the trust have a computerised cashbook? If no, go to 11.2 If yes, provide:	☐	☐	☐	☐
	i disk or print-out of transaction (general) ledger with year to date transactions	☐	☐	☐	☐
	ii year-to-date trial balance	☐	☐	☐	☐
	iii final bank reconciliation and last bank statement	☐	☐	☐	☐
	iv password (if any)	☐	☐	☐	☐
	v now go to 11.4				
2	Does the trust have a manual cashbook? If no go to 11.3. If yes, provide:	☐	☐	☐	☐
	i the cashbook	☐	☐	☐	☐
	ii the bank reconciliation	☐	☐	☐	☐
	iii the last bank statement	☐	☐	☐	☐
	iv if the cashbook has not been reconciled, please provide the details requested in 11.3	☐	☐	☐	☐
	v now go to 11.4				
3	If no cashbook kept, provide:				
	i bank statements for the full year	☐	☐	☐	☐
	ii deposit books	☐	☐	☐	☐
4	Any other business bank accounts? Provide all bank statements with supporting details for the full year.	☐	☐	☐	☐
5	Petty cash - provide a summary and analysis of transactions.	☐	☐	☐	☐
6	Cash on hand - advise amount received but not banked at balance date $	☐	☐	☐	☐
7	Cash received during year not banked - provide a list of any income received that was not banked and details of what it was used for, eg payment of business accounts, personal expenditure, banked into another account.	☐	☐	☐	☐

12	Goods and services tax (GST)	Yes	No	N/A	GT use
1	Provide copies of all GST returns for the year, along with your workings.	☐	☐	☐	☐

13	Loans and borrowings/overdrafts	Yes	No	N/A	Gt use
1	Provide closing statement or summary of activity for all business or rental activity loans.	☐	☐	☐	☐
2	Provide details of how borrowings/overdrafts are secured (over what assets, etc).	☐	☐	☐	☐
3	Advise of any new borrowings this year. If yes, provide a copy of the agreements.	☐	☐	☐	☐
4	Advise full details of loans settled during the year.	☐	☐	☐	☐

14	Hire purchase/leases	Yes	No	N/A	GT use
1	Provide details of hire purchase agreements entered into during the year.	☐	☐	☐	☐
2	Provide details of hire purchases settled during the year.	☐	☐	☐	☐

15	Rental allowance for home office and storage		Yes	No	N/A	GT use
1	Was part of a residence used for business purposes? If yes, provide details of:		☐	☐	☐	☐
	i whose residence eg settlor, beneficiary		☐	☐	☐	☐
	ii GST inclusive outgoings during the year:		☐	☐	☐	☐
	- home phone line rental - who makes the payment?	$				
	- power/gas	$				
	- insurance: - buildings	$				
	- contents	$				
	- rates	$				
	- water rates	$				
	- repairs and maintenance (please provide details)	$	☐	☐	☐	☐
	- if rented, total rent paid	$				
	- other	$				
2	If you have not claimed before, provide:					
	i original purchase price of home including legal fees and date of acquisition	$				
	ii cost of additions since purchase and dates of additions	$				
	iii government or independent valuation nearest purchase	$				
	iv type of construction eg wooden, brick, stucco					
	v area of room in house used as an office					
	vi area of garage used for business					
	vii total area of house (excluding garage)					
	viii total area of garage					
3	If you have changed homes during the year, advise the above details separately for each, and the date of move.		☐	☐	☐	☐
4	If you commenced or ceased renting during the year, provide details of the dates.		☐	☐	☐	☐

16	Property, plant and equipment	Yes	No	N/A	GT use
1	Purchased during the year - provide copies of invoices, full details of the GST inclusive cost, date of acquisition and attach details of any trade-in.	☐	☐	☐	☐
	Date: / / — Description: — Amount: $				
	For property purchases provide:				
	i agreement for sale and purchase	☐	☐	☐	☐
	ii solicitor settlement statement	☐	☐	☐	☐
	iii valuation (if done)	☐	☐	☐	☐
	iv Details of any borrowings (including a copy of the loan document if possible)	☐	☐	☐	☐
2	Disposed of during the year - provide details of assets sold noting dates, amounts and where the proceeds were banked:	☐	☐	☐	☐
3	Scrapped during the year - review your latest property, plant and equipment schedule and note any assets which have been scrapped, or are no longer used.	☐	☐	☐	☐

Item 1:

Date:	Description:	Amount:
/ /		$
/ /		$
/ /		$

Item 2:

Date:	Description:	Amount:
/ /		$
/ /		$
/ /		$

Item 3:

Date:	Description:	Amount:
/ /		$
/ /		$
/ /		$

17	Wage records/ACC	Yes	No	N/A	GT use
1	Please provide us with your ACC number:				
2	We need to reconcile the financial statements to the wages records. Provide the following:	☐	☐	☐	☐
	i IR345 – employer deductions	☐	☐	☐	☐
	ii IR348 – employer monthly schedules for the financial year to balance date	☐	☐	☐	☐
3	Provide copies of all Accident Compensation Corporation invoices issued to you by the ACC during the year.				

18	Settlement/beneficiary adjustments	Yes	No	N/A	GT use
1	Business related accounts paid personally - provide a full list (GST inclusive).	☐	☐	☐	☐
2	Vehicles for private use.	☐	☐	☐	☐
	i provide details of the percentage of private use of vehicles used for business or rental activity purposes as supported by a log book	☐	☐	☐	☐
or	ii kilometres travelled in relation to business or rental activity as supported by a log book	☐	☐	☐	☐
3	Goods taken for own use - provide details of all goods taken for personal use. Value at cost:	☐	☐	☐	☐

19	Inventory and work in progress	Yes	No	N/A	GT use
1	Provide a list of inventory and work in progress on hand at balance date indicating whether amount(s) are GST inclusive or exclusive.	☐	☐	☐	☐
2	Include inventory sold on consignment.	☐	☐	☐	☐
3	Provide details of inventory in transit.	☐	☐	☐	☐

20	Other information	Yes	No	N/A	GT use
1	Legal expenses - provide copies of solicitors' settlement statements and invoices for all legal transactions.	☐	☐	☐	☐
2	Dividend or interest RWT/NRWT paid - If you have paid resident and/or non-resident withholding tax, provide copies of the following:				
	i IR15 – RWT certificate	☐	☐	☐	☐
	ii IR15P – RWT payment slip	☐	☐	☐	☐
	iii IR15S – RWT reconciliation	☐	☐	☐	☐
	iv IR67 – NRWT certificate	☐	☐	☐	☐
	v IR67P – NRWT payment slip	☐	☐	☐	☐
	vi IR67S – NRWT reconciliation	☐	☐	☐	☐
	vii IR4K – dividend RWT payment slip	☐	☐	☐	☐
3	Entertainment expenses - most entertainment expenses are restricted to 50% deductibility for tax purposes. However, some are still fully deductible or qualify for a partial exemption eg business travel expenditure. Provide full details.	☐	☐	☐	☐
4	Did you make any payments to non-residents? Eg, offshore insurance company, royalty payments, dividends, interest, contract payments for services to non-residents, rental of overseas equipment. Advise full details.	☐	☐	☐	☐
5	Is the trust property occupied by:				
	i a beneficiary?	☐	☐	☐	☐
	ii the settlor?	☐	☐	☐	☐
	iii a relative of a trustee?	☐	☐	☐	☐
	iv if yes, do they pay rent? And;	☐	☐	☐	☐
	v is the property used in the production of income by them?	☐	☐	☐	☐
6	Did the settlor or beneficiaries pay any expenses or items of a capital nature relating to the trust? If yes, complete question 16 on page 11.	☐	☐	☐	☐

21	Other income	Yes	No	N/A	GT use
1	Did the trust receive any other income during the year eg sale of land and/or building; sale of shares or securities; cash jobs; tips. If yes, provide full details.	☐	☐	☐	☐

22	Income/loss from look through company (LTC)	Yes	No	N/A	GT use
1	Was the trust allocated income/loss from an LTC?	☐	☐	☐	☐

Name

IRD number of LTC

Amount of income/loss

23	Expense against income	Yes	No	N/A	GT use
1	If not claimed elsewhere, the trust may claim expenses incurred eg commission on interest, deductible trustee charges, accounting fees, etc. Provide full details.	☐	☐	☐	☐

24	Losses brought forward	Yes	No	N/A	GT use
1	Are there any claimable losses brought forward from previous years?	☐	☐	☐	☐

25	Changes in income for the 2025/2026 year	Yes	No	N/A	GT use
1	Has the trust income changed/or will it be likely to change for the coming year? This is particularly relevant for provisional tax-payers.	☐	☐	☐	☐

26	Gifting	Yes	No	N/A	GT use
1	Has there been any gifting during the year? If yes, provide a copy of the deed of gift or any documentation supporting the gift in the absence of a deed of gift.	☐	☐	☐	☐

27	Sundry	Yes	No	N/A	GT use
1	Did the trust purchase or sell any government or local body stock or corporate bonds this year? If yes, provide documentation.	☐	☐	☐	☐
2	Have all the trust assets been insured in the trustees' names as joint owners?	☐	☐	☐	☐
3	Has the settlor completed a memorandum of wishes?	☐	☐	☐	☐
4	Has a lease for life been entered into? If yes, provide a copy.	☐	☐	☐	☐
5	Has there been any change in trustees during the year?	☐	☐	☐	☐
6	Have any beneficiaries or trustees become non-residents? If yes, provide details in question 28.	☐	☐	☐	☐
7	Have the trustees signed any legal documents on behalf of the trust? If yes, provide details in question number 28.	☐	☐	☐	☐

27	Sundry (continued)	Yes	No	N/A	GT use
8	Please advise dates of birth for any beneficiaries under the age of 16 as at balance date.				
9	Did the settlor make any advances to the trust during the year? Provide details of dates and amounts.	☐	☐	☐	☐
10	Have any trustee minutes or resolutions been prepared during the year? If yes, provide copies.	☐	☐	☐	☐
11	Has there been any change in the purpose or activities of the trust since last balance date?	☐	☐	☐	☐
	Are there any material events subsequent to balance date? If yes, list brief details of changes or events:	☐	☐	☐	☐
12	Are there any contingent liabilities (a possible obligation arising from events before balance date)? If yes, provide details.	☐	☐	☐	☐

28	Residential property	Yes	No	N/A	GT use
1	Have you acquired or disposed of any residential property during the year?	☐	☐	☐	☐
2	If yes, please provide:				
	i A copy of the Sale and Purchase Agreement	☐	☐	☐	☐
	ii A copy of the Settlement Statement	☐	☐	☐	☐

Additional trust reporting requirements from 1 April 2021

For this financial year onward, IRD requires additional information to be disclosed in most trust income tax returns except for:

- Non-active Trusts (certain criteria apply)
- Foreign Trusts
- Charitable Trusts
- Eligible Maori Authorities
- Widely Held Superannuation Funds
- Employee Share Schemes; or
- Debt Funding Special Purpose Vehicles

For all other trusts, you need to disclose the following information in this form for the year ended 31 March 2025:

- Settlors and settlements
- Powers of appointment
- Beneficiaries and distributions

If this information isn't provided, the completion of your trust income tax return could be delayed and/or additional costs to complete the return may be incurred.

29	Settlors and settlements	Yes	No	N/A	GT use
1	**Unless provided previously,** has any person made a settlement on the trust prior to **1 April 2021**? This includes transfers of any assets or cash gifted to a trust at any time since it was formed for which there was no market value consideration provided; for example, a loan back or cash payment from the trust. This may also include forgiveness of any debt undertaken in the past, or providing services to a trust for no payment (other than incidental services). Deemed settlements may also have been made by people who are not the named settlor, trustee or beneficiary. Their details should also be provided in the next question below.	☐	☐	☐	☐

2 If you answered 'yes' to Q29.1, please provide the following details. The dollar value of the settlement is not required for settlements made on a trust prior to 31 March 2021. If more than 6 settlements were made, please contact your Grant Thornton advisor.

Settlement 1:

Full name of person making settlement	Date of birth for individuals (or commencement date for non-individuals e.g. trustee companies)
IRD number	Tax jurisdiction (place of tax residency)

Settlement 2:

Full name of person making settlement	Date of birth for individuals (or commencement date for non-individuals e.g. trustee companies)
IRD number	Tax jurisdiction (place of tax residency)

29	Settlors and settlements (continued)	Yes	No	N/A	GT use

Settlement 3:

Full name of person making settlement

Date of birth for individuals (or commencement date for non-individuals e.g. trustee companies)

IRD number

Tax jurisdiction (place of tax residency)

Settlement 4:

Full name of person making settlement

Date of birth for individuals (or commencement date for non-individuals e.g. trustee companies)

IRD number

Tax jurisdiction (place of tax residency)

Settlement 5:

Full name of person making settlement

Date of birth for individuals (or commencement date for non-individuals e.g. trustee companies)

IRD number

Tax jurisdiction (place of tax residency)

Settlement 6:

Full name of person making settlement

Date of birth for individuals (or commencement date for non-individuals e.g. trustee companies)

IRD number

Tax jurisdiction (place of tax residency)

		Yes	No	N/A	GT use
3	Has any person made a settlement on the trust in the financial year ended on or after **31 March 2025**? This may also include people who have made settlements on a trust, who are not the named settlor, trustee or beneficiary. Their details should also be provided below. If more than two settlements were made, please contact your Grant Thornton advisor.	☐	☐	☐	☐

Settlement 1:

Full name of person making settlement

Date of birth for individuals (or commencement date for non-individuals e.g. trustee companies)

IRD number

Tax jurisdiction (place of tax residency)

Nature of settlement

Market value of settlement $

Settlement 2:

Full name of person making settlement

Date of birth for individuals (or commencement date for non-individuals e.g. trustee companies)

IRD number

Tax jurisdiction (place of tax residency)

Nature of settlement

Market value of settlement $

30	Powers of appointment	Yes	No	N/A	GT use
1	**Unless provided previously,** have there been any Deed Variations prepared subsequent to the original Trust Deed which alter the persons who have the power to appoint or remove a trustee, to add or remove a beneficiary of your trust, or to amend the trust deed (the 'Appointors') in a trust deed? This power may be held by other persons in some cases such as the settlor. Your trust deed will confirm who has these powers.	☐	☐	☐	☐
2	If you answered 'yes' to Q31.1, please provide a copy of the deeds of variations along with the following details. If there are more than two new appointors for your trust, contact your Grant Thornton advisor.				

Appointor 1:

Full name of Appointor	Date of birth for individuals (or commencement date for non-individuals e.g. trustee companies)
IRD number	Tax jurisdiction (place of tax residency)

Appointor 2:

Full name of Appointor	Date of birth for individuals (or commencement date for non-individuals e.g. trustee companies)
IRD number	Tax jurisdiction (place of tax residency)

31	Beneficiaries and distributions	Yes	No	N/A	GT use
1	Have any distributions been made to beneficiaries in the last financial year ended on or after **31 March 2025?** This may include paying expenses for a beneficiary, allowing them free use of trust property for less than market value, transferring ownership of trust property to them at less than market value or forgiving a debt owed by a beneficiary. If a benefit has been provided to someone who is not a named or appointed beneficiary, this benefit does not need to be disclosed.	☐	☐	☐	☐
2	If you answered 'yes' to Q31.1, please provide the following details. If more than two distributions have been made, please contact your Grant Thornton advisor.				

Distribution 1:

Full name of beneficiary	Date of birth for individuals (or commencement date for non-individuals e.g. trustee companies)
IRD number	Tax jurisdiction (place of tax residency)
Nature of distribution	

Distribution 2:

Full name of beneficiary	Date of birth for individuals (or commencement date for non-individuals e.g. trustee companies)
IRD number	Tax jurisdiction (place of tax residency)
Nature of distribution	

Auckland
L4, Grant Thornton House
152 Fanshawe Street
Auckland 1140
T +64 (0)9 308 2570
F +64 (0)9 309 4892
E enquiries@nz.gt.com

Wellington
L15, Grant Thornton House
215 Lambton Quay
Wellington 6143
T +64 (0)4 474 8500
F +64 (0)4 474 8509
E enquiries@nz.gt.com

Christchurch
L3, Grant Thornton House
134 Oxford Terrace
Christchurch 8140
T +64 (0)3 379 9580
F +64 (0)3 366 3720
E enquiries@nz.gt.com

Grant Thornton

www.grantthornton.co.nz