

Target Accounting Limited

CLIENT INFORMATION

Date: _____ Target Team Member: _____

Client Name: _____ IRD Number: _____

Like to be known as: _____

How is your business structured Individual: Partnership Trust Company Look Through

Business trading name: _____ IRD Number: _____

Business Industry: _____

Please Confirm all Business Officers full names and IRD numbers to ensure tax obligations can be met.

If a company → Print summary from the Companies Office

D = Director	S/H = Shareholder	T = Trustee	Individual = ID	IRD Numbers
D S/H T ID	_____	_____	_____	_____
D S/H T ID	_____	_____	_____	_____
D S/H T ID	_____	_____	_____	_____
D S/H T ID	_____	_____	_____	_____
D S/H T ID	_____	_____	_____	_____

Core Business Details

	Home Phone	Work Phone	Cellphone	Email
Contact Details:	_____	_____	_____	_____
Physical Address:	_____			
Postal Address:	_____			
Referral Source:	_____	Software Transfer:	_____	
Prior Accountant:	_____			
Address/Email:	_____			
Target to contact prior accountant to advise of change: Yes / No				Send Change Letter: Yes / No

Tax & Business Types to Link to Target Accounting (Circle)

Income Tax GST PAYE Rebates Working for Families Student Loan FBT Child Support

Mail to: Target / Client Companies Office Annual Return – Who to file: Target / Client

Accounting Software being used: Xero / MYOB / QuickBooks / Other

Tasks to complete for client annually:

What does the client want/expect from their accountant: _____

Cost Indicated: \$

Volume of Work (hrs – is it expected more than normal)

Client Identification

Accountant to complete

Drivers Licence scanned both sides or

Passport scanned or photo of main page or

Firearms Licence scanned

What services will the client require from us?

- | | | | |
|----|--|---|---|
| 1. | Accounting services only? | Y | N |
| 2. | Do you anticipate completing transfers for the client with IRD credits? | Y | N |
| 3. | Will you have access to the client(s) funds eg bank account, tax refunds, and payment instructions from client(s)? | Y | N |
| 4. | Will you be a director or trustee of the business/trust? | Y | N |
| 5. | Is the client company using 7 Gladstone Road as their registered office? | Y | N |

If answering "Y" for questions 2, 3, 4 or 5 above then we are required to verify the address of the client

Copy of a utility account or bank statement

If the client is sending in copies of the relevant documents they will need to have the copies certified before sending them to us.

Administration staff to complete

Drivers Licence filed in permanent folder T Drive

Date Actioned:

Workflowmax:

Date ID Obtained field updated

Date ID verified field updated

Job entered for ID expiry date

Job List:

Client setup on Workflow Max

Old accountant advised

Companies Office records updated

If on Xero, has the subscription been transferred

Repeating Xero invoice is set up

Jobs are set up on Workflow Max

Link client(s) IRD account(s) to Target Accounting

Any Follow Up:
