

Standard Fee List for Biz Solutions Limited

Effective Date: 1st April 2019 - 31st March 2020



Client Name: _____

LIST OF SERVICES

Fees starting from
(Excl GST)

1.0 COMPANY	
1.1 Company formation (includes Companies Office fee)	\$ 670.00
1.2 Registered office service - maintaining share register (annual basis)	\$ 300.00
1.3 LTC Application	\$ 150.00
1.4 Annual Return filling to Companies Office (includes Companies Office fee)	\$ 140.00

2.0 RENTAL PROPERTIES	
2.1 Special Tax Code Application - 1st Applicant	\$ 250.00
2.2 Special Tax Code Application - 2nd Applicant	\$ 150.00
2.3 End of year Financial account for LTC Company (1st Property)	\$ 750.00
Each Subsequent property	\$ 350.00
2.4 Rental property statement - partnership or sole trader	\$ 695.00
Each Subsequent property	\$ 300.00

3.0 BUSINESS FINANCIAL STATEMENTS	
3.1 Sole trader financial accounts - turnover up to \$250,000	\$ 895.00
3.2 Sole trader financial accounts - turnover up to \$500,000	\$ 1,200.00
3.3 Company/Trust financial accounts - turnover up to \$250,000	\$ 995.00
3.4 Company/Trust financial accounts - turnover up to \$500,000	\$ 1,250.00
3.5 Company/Trust business operations - turnover up to \$1,000,000	\$ 1,850.00
3.6 Company/Trust business operations - turnover exceeding \$1,000,000	TBC
3.7 Other businesses - fee quoted upon review of accounts and other relevant information <small>(Based on GST returns being prepared by yourself)</small>	TBC

4.0 TAXATION RETURNS <small>(Includes preparation, e-filing, checking assessment)</small>	
4.1 Shareholder personal tax return (Individuals only)	\$ 195.00
4.2 Tax return with Family support claims	\$ 175.00
4.3 Look Through Company (LTC) tax return	\$ 175.00
4.4 Trading company tax return, including ICA account and IR10	\$ 295.00
4.5 Trust or Estate taxation return	\$ 295.00

5.0 COMPLIANCE RETURNS (Business with turnover upto \$500,000 per annum).

5.1 Goods & Services Tax (GST)	
Monthly	\$ 195.00
2 Monthly	\$ 350.00
6 Monthly	\$ 450.00

5.2 Pay As You Earn (PAYE)	
Monthly	\$ 175.00
Bi-Monthly	\$ 250.00
Payroll return filing per return	\$ 50.00
Regular Payroll Service	TBC

5.3 Fringe Benefit Tax (FBT)	
Monthly	\$ 175.00
Quarterly	\$ 250.00
Annually	\$ 300.00

5.4 Resident Withholding Tax (RWT)/ Approved Issuer Levy (AIL)	
Monthly	\$ 175.00
Quarterly	\$ 250.00
Annually	\$ 350.00

5.5 AML/CFT Compliance	
Company/Body Corporate identification Verification	\$ 25.00 Per verification
Individual person identification Verification - director/shareholder/trustee/stakeholder	\$ 20.00 Per verification

6.0 TRUSTS

6.1 Annual Gifting - per person (one off)	\$	400.00
6.2 Trading Trust (includes setting up of corporate trustee)	\$	1,995.00
6.3 Family Trust	\$	1,500.00
6.4 Biz Trusteeship services (annual basis)	\$	750.00

7.0 MANAGEMENT ACCOUNTS

7.1 Monthly management report on cash bases	\$	300.00
7.2 Monthly management report, including accruals and stock adjustments	\$	450.00

8.0 FINANCE PROPOSALS

8.1 Loan application (non brokerage deal) - upto \$250,000	\$	995.00
8.2 Business plans	\$	1,995.00
8.3 Financial and cash flow forecast	\$	1,995.00

9.0 CONSULTANCY SERVICES

Charged on time and attendance bases, pre-agreed rates

9.1 Managing Director	\$	450.00
9.2 Director	\$	350.00
9.3 Associate	\$	300.00
9.4 Manager	\$	250.00
9.5 Senior Accountant	\$	200.00
9.6 Intermediate Accountant	\$	140.00
9.7 Junior Accountant	\$	120.00
9.8 Administration	\$	90.00
9.9 Book-keeping	\$	80.00

10.0 OTHER SERVICES and DISBURSEMENTS

10.1 IRD number applications (Non-individuals)	\$	250.00
10.2 IRD number applications (Non-residents)	\$	300.00
10.3 ACC management (annual basis)	\$	395.00
10.4 XERO General Ledger for non Xero Clients on annual bases	\$	60.00
10.5 XERO Setup	\$	250.00
10.6 XERO Training (2 hours)	\$	350.00

Sub Total Fees

Plus GST

TOTAL

Payment options:

- 1 - Automatic payment - monthly using FeeSmart
- 2 - Credit Card and Online payments available via website www.bizsolutions.co.nz
- 3 - Trade terms - 20th of the month following invoice

Notes:

1. These fees are excluding GST . Disbursement will be extra.
2. Disbursement will be in addition to the fees and will be charged at cost.
3. The fee quote is based on information being supplied using reconciled accounting software such as Xero, MYOB, QuickBooks or (coded bank statement using Biz Solutions Limited - General Leger Chart of accounts)
4. To qualify for the above quoted fee, the client is required to complete end of year financial questionnaire, to enable collection of all relevant information for preparation of accounts
5. These fees are effective from 1st April 2019 and subject to change at Biz Solutions' discretion
6. Fees over \$500 can be funded through FeeSmart
7. Group account discounts may apply

Fee Quote Approved by:

Client Signature

Client Signature

____/____/_____
Date

Biz Solutions Director Signature

____/____/_____
Date