Instructions on how to complete our digital questionnaire using Adobe software.

If you already have Adobe Acrobat Reader DC installed on your computer, please go to Step 1 in the instructions, below.

To download the Free Adobe Acrobat Reader DC software, visit the <u>Acrobat Reader</u> <u>download page</u> to get Reader for your desktop.

Desktop App instructions

Step 1 – Save emailed questionnaires to your downloads folder on your computer

Step 2 – Open Abode Acrobat Reader - Open file

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Step 3 - Select saved questionnaire – click open

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Step 4 – Check your contact details are correct i.e email address, phone number and physical address. Update these details if there are any changes.

Client Name:	This Is So Easy Limited	
Email Address:	Thisissoeasyltd@gmail.com	
Phone Number:	027 123 4567	
Physical Address:	123 Easy Street	

Step 5 – Enter your full name, then complete remaining fields of questionnaire as indicated in blue (if appliable).

Note: Do not sign at this point								
It is important to remember to save this document at regular intervals $igoplus$								
Director/Shareholder Name	Signature							
Abby B Smith								

Step 6 – Go back to first page, click in signature field, click on pen symbol as highlighted in yellow

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	l		I/We authorise your organisation to act as my agent for ACC levy purposes for all associated entities. This authorisation allows your organisation to query and change information on my ACC levy account(s) through ACC staff, and through MyACC for Business. This authority will also allow your organisation's main representative discretion to delegate access to my/our ACC information to other members of your organisation. Other delegated members of your organisation will also be able to query and change information on my ACC levy account. You are to represent me/us as my tax agent. All income tax returns will be signed by me/us however you are authorised to sign any other taxation return on behalf of myself/ourselves or any of my associated entities.															
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Step 7 – Click on add signature

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Step 8 – Type, Draw or upload an image of your digital signature, then click Apply



Step 9 – Drag and drop signature into box



Step 10 – File > Save as to save questionnaire

Step 11 – Click on link at bottom of first page to start email to BTP.

Please tick best option for supplying your records:-	Records to be provided digitally (please email these to admin@btp.nz)Physical
	records to be dropped off at our office, posted or couriered & expected date

Step 12 - Attach questionnaire(s) and supporting documents and include in subject line "client name (as per questionnaire) records in"

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Ні ВТР

Please find attached my completed business questionnaire and other documents you require.

Kind Regards

Abby B Smith