

BUSINESS TAXATION CHECKLIST

Company Name:	
IRD No:	Mobile:
Email:	

The financial year has now come to an end. To assist you with getting your accounts in order we have provided you with a checklist below. We hope that this is helpful in collating all the information we will need.

If you have any questions or require further assistance please contact a member of our team, who will be happy to help you.

1. BANK STATEMENTS

Yes No N/A

Is all income shown on bank statements?

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Provide all bank statements making sure that all transactions for the last 12 months are included

Do you have any Cheques and/or Deposits unpresented?

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Provide a list of details of any proceeds/takings not banked including from whom received, nature of receipts, dollar amounts and how proceeds were spent

2. ACCOUNTING SOFTWARE

Yes No N/A

Do you use an accounting package other than Xero?

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If yes, please provide details/documentation – cashbook/other systems login details/Software versions and backup file _____

3. DEDUCTIBLE EXPENSES

Yes No N/A

Did you incur loss of income insurance (income protection)?

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Copy of the insurance confirmation letter from your provider (normally sent out in April)

Were any donations made throughout the year? Include all relevant receipts

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4. CASH ON HAND

Yes No N/A

Do you have cash on hand (*e.g. petty cash, till floats etc*)

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Petty Cash Amount _____

Till Floats Amount _____

Cash Sales not yet banked Amount _____



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5. INVESTMENTS

Yes No N/A

Do you hold any deposits? (e.g. term deposits, savings accounts etc)

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Year-end statements for all deposits held at balance date, certificates summarizing annual interest earned & Residential Withholding Tax (RWT) deducted for each deposit.

Did you buy or sell any shares?

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Documents outlining any share purchases or sales during the year, which include the price, number of shares traded and date of sale/purchases

Did you receive any dividends from shares? All dividend certificates

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Do you hold any investments in a Portfolio Investment Entity (PIE)?

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Details of any investments in New Zealand Portfolio Investment Entities that were acquired in the year or converted into PIE's during the year, the Portfolio Investor Rate as notified to any PIE manager during the year, and copies of all distribution summaries received by PIE managers.

Do you hold any type of monetary/financial investment, whether New Zealand nominated or not? (e.g. shares, rights or interest in a NZ or offshore company or unit trust, PIE investments, bonds, NZ or foreign term deposits, mortgages)

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Details on all foreign equities owned (including sales and purchases) during the year – including name of entity, country of residence and number of shares/unit held – their cost price if acquired during the year or market value as at the start of the year if already owned, and any income distributions received.

Do you have any bank accounts in foreign currency, or other offshore Investments, other than those above?

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Documentation containing details of bank accounts denominated in foreign currency and all offshore non-equity investments and loans other than those that appear in your cashbook.

6. GST

Yes No N/A

For clients who prepare their own GST returns outside xero

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Provide worksheets for each GST return period showing calculations

7. MAJOR CHANGES AND TRANSACTIONS

Yes No N/A

Has the nature of the business changed in the last 12 months?

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Provide description of change of nature

Has there been any major transactions? (e.g purchase/sale of property, acquisition or disposal of major assets)

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Provide documentation of sale and purchase agreements of property, sale and purchase documentation for the acquisitions or disposal of major assets

8. ACCOUNTS RECEIVABLE & PAYABLE

Yes No N/A

Do you have any accounts receivable - any money owed to you at the end of the financial year

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Please provide a list if they are not part of your accounting software – GST inclusive

Do you have any accounts payable – any money owing by you at the end of the financial year Please provide a list if they are not part of your – GST inclusive

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9. STOCK ON HAND AND WORK IN PROGRESS

Yes No N/A

Do you have stock on hand? Attach schedules and calculations

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Value (at cost)_____ (GST exclusive)

Do you have any Work in Progress? Including material, labour cost and overhead content

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Value (at cost)_____ (GST exclusive)

10. FIXED ASSETS

Yes No N/A

Did you purchase any fixed assets during the year? (Plant, Equipment, Motor Vehicle, Office Equipment etc.) Provide details below and documentation

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Did you sell any fixed assets during the year? Provide details below

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11. MORTGAGES/LOAN CHANGES

Yes No N/A

Do you have any bank loans or mortgages? Provide details below and statements

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12. OTHER

Yes No N/A

Did you file any returns for fringe benefit tax? Attach all fringe benefit tax returns

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Did you undertake any major repairs or maintenance? Provide details below

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Did you incur any Legal Expenses? Provide invoices

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Please List all vehicles used in the running of the business



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13. HOME OFFICE EXPENSES

Yes No N/A

What is your home address?

Total sqm2 of:

House including garage _____

Office and business area used _____

Garage if used for the business _____

Have you moved home at any point this year?

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Your previous rent per week \$ _____

Date that you moved _____

Previous address _____

Have you got a home mortgage?

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Documentation showing interest payments for the home mortgage

Do you pay rates? Amount \$ _____ per year

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Do you Rent? Amount \$ _____ per week

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Do you have Home or Contents Insurance

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Include documents showing what this insurance covers and showing cost

Do you pay home Power Include invoices for power

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Did you incur any home repairs or maintenance costs? Provide all receipts

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15. COMPANY/TRUST RENTAL INCOME

Yes No N/A

What is the address of your rental property(s)

Details of income and expenses for your rental property(s)

Rent received

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Land & Water rates

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Interest on Loans

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Insurances

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Property Management Statement

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Asset Purchases

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Repairs & maintenance Provide details and costs incurred

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Bank/Loan Statements for rental property(s) for all rental income and expenses incurred with details provided for all cheque payments

Have you bought or sold any rental(s) this financial year?

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Provide us with the sale and purchase agreement(s) and solicitors settlement statements for the sale and/or purchase of the rental property(s)



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14. COMPANY TAX & GST REFUNDS

Bank Account Details – For personal tax refunds and rebates, the IRD no longer sends tax refunds by cheque and only provide refunds by bank transfer. Although not applicable to companies at this stage, the IRD are likely to extent this to other entities in the future. Therefore would you please provide us with details of the bank account to which any refunds can be direct credited.

Accounts Name: _____

Bank Name: _____ Branch: _____

Account No: _____/_____/_____/_____

16. PLEASE READ AND SIGN BELOW

I instruct Drumm Nevatt & Associates Limited to prepare my taxation return.

I undertake to supply all information necessary for this engagement and to be responsible for the accuracy and completeness of such information.

I authorize Drumm Nevatt & Associates Limited to communicate with the appropriate bankers, solicitors, finance companies and other persons or organizations to obtain such further information as is required to carry out the above engagement.

Signature _____ Date _____
(please sign here)

Signature _____ Date _____
(please sign here)

Please remember to attach all relevant supporting documentation, as outlined in the supporting documentation document. If you have any questions please contact us.

Thank you for your time and co-operation – your assistance is much appreciated!



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