DRUMM NEVATT AND ASSOCIATES
CHARTERED ACCOUNTANTS & BUSINESS ADVISORS

PERSONAL TAXATION CHECKLIST

Name:	**Mobile:**
IRD No:	**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. INCOME

	Yes	No	N/A
Have you received income from entities that we do not act for?			

May include Partnership Income, Trust or estate Distributions, Look through company income/shareholder salaries not subject to PAYE. Provide supporting documentation

2. INVESTMENTS

	Yes	No	N/A
Do you hold any investments that earnt income?			

RWT certificates, Dividend certificates, PIE certificates, Portfolio Advisor reports. Provide supporting documentation

Did you buy or sell any shares?

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

Do you hold any type of monetary/financial investment, whether NZ 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, or any foreign superannuation/pensions)

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. Documentation showing amount of investment and any earnings from the superannuation/pension for the period

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

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.

3. DEDUCTIBLE EXPENSES

	Yes	No	N/A
Loss of income insurance (income protection)			

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

4. DONATIONS

	Yes	No	N/A
Did you make any donations?			

Include all relevant receipts

5. RENTAL INCOME

Address of Rental Property(s)

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Details of income and expenses for your rental property	Yes	No	N/A
Rents received			
Land & Water rates			
Interest on loans			
Insurances			
Property Management statement			
Asset Purchases			

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

Repairs & maintenance – Provide details and costs incurred

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

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

6. OTHER INCOME

	Yes	No	N/A
Have you received any other income?			

including but not limited to: royalties, overseas income, business or self-employment income, or Maori authority distributions)

7. WORKING FOR FAMILIES

	Yes	No	N/A
Would you like us to look at any potential working for families entitlement?			

If we do not already hold your children's details please provide the following

Full name, date of birth, date child started living with you if different from date of birth, and their IRD number.

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If you and your partner are registered for Working for Families assistance but changes have occurred during the year, your entitlements may have to be reassessed. E.g. child left school, child born, child in full-time employment etc., please provide details of any such changes

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8. CHILD SUPPORT

Yes	No	N/A

Do you pay or are you liable for any form of child support?

Provide the following details: name of child, date of birth and IRD number

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9. TAX REFUNDS & DONATION REBATES

Bank Account Details – The IRD no longer sends tax refunds and donation rebates by cheque, therefore please provide us with details of the bank account into which any refund or rebate can be direct credited.

Accounts Name:____

Bank Name:____________________________________Branch:_________________________

Account No:_________/____________/________________________/________

10. 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 authorise 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)

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!