

# Personal Taxation Checklist

<b>Name:</b>	<b>Mobile:</b>
<b>IRD No:</b>	<b>Home:</b>
<b>Email:</b>	
<b>Address:</b>	

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.

Depending on the nature and source of your income, some of these items may not be applicable to you. However, it is a requirement of the Chartered Accountants Australia and New Zealand that clients be provided with an annual checklist which is signed and enclosed with the appropriate records.

If you respond 'YES' to any questions below please see the notes under the corresponding question for all documentation that is required. If you respond 'NO' to a question or if a question is not applicable, no further action is required and you can move on to the next question.

## 1. INCOME

Have you received any of the following:

**Salary/Wages subject to PAYE or Withholding Tax?**

**Yes No N/A**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

**Partnership income?**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

**Trust or Estate income distribution?**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

**Look Through Company share of income?**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

**Shareholders' salary not subject to PAYE?**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

## 2. INVESTMENTS

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

**Yes No N/A**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

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

**Did you buy or sell any shares?**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

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?**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

All dividend certificates

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

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

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.

Yes No N/A

**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. RENTAL INCOME

**What is the address of your rental property(s)**

Yes No N/A

---

---

---

**Have you received any income or paid any of the following expenses for your rental property.**

**Rents received**

--	--	--

**Land rates**

--	--	--

**Water rates**

--	--	--

**Insurances**

--	--	--

**Repairs & maintenance – Provide details and costs incurred**

--	--	--

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

---

---

---

---

**Have you incurred any interest on rental mortgage(s)**

--	--	--

Documentation showing the interest incurred on the mortgage(s)

**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)

### 5. 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)

## 5. DEDUCTIBLE EXPENSES

Yes No N/A

Did you incur any of the following expenses?

### Accident compensation levies

Please provide us with your ACC number(s)

--	--	--

### Loss of income insurance (income protection)

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

--	--	--

## 6. DONATIONS

Yes No N/A

Did you make any donations?

Include all relevant receipts

--	--	--

## 7. WORKING FOR FAMILIES

Yes No N/A

Are you and your partner registered for Working for Families Tax Credits?

If you have not registered for Working for Families but have children who are:

- (1) 15 or younger
- (2) 16 or 17 who are not financially independent (i.e. not working an average of 30 hours or more a week or receiving a benefit, student allowance or other government assistance)
- (3) 18 and still studying at secondary school or tertiary institution and not financially independent.

--	--	--

**Please provide the following details so that we can properly register you for possible Working for Families Tax Credits**

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

---

---

---

---

**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**

---

---

---

## 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

--	--	--

---

---

---

## 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: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

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)

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!