

Individual End of Year Checklist

Client Name: _____

Tax Year: _____

Accountant: _____

The following is assuming a standard balance date of 31 March, if you have a different balance date please provide details for the year ending with your balance date.

Below is a list of information we will need in order to complete your Financial Statements and Tax Returns. Please check which items are applicable and provide the details in that section.'

Have you received income from entities that we do not act for?

This may include Partnership Income, Trust or estate Distributions, Look through company income/shareholder salaries not subject to PAYE.

Provide supporting documentation

Do you have any investments?

This may include Interest, Dividends, PIEs, buying and selling of shares, foreign bank accounts etc.

Complete the Investments Checklist

Do you have any deductible expenses?

Loss of income insurance (income protection)

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

Did you make any Donations?

Provide all relevant receipts

Would you like us to look at any potential working for families entitlements?

Complete the Working for Families Checklist

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I instruct Drumm Nevatt & Associates Limited to prepare my financial statements (if appropriate) and taxation return(s). 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 _____

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