

## INFORMATION CHECKLIST AND QUESTIONNAIRE 2024 TAX YEAR



<b>Name:</b>	
<b>Email:</b>	
<b>Phone:</b>	

**15D Minden Road, Te Puna**

**PO Box 16183, Bethlehem**

**Tel: 07 5792000**

### A BUSINESS INFORMATION

**1 Information Provided**

Reconciled cash book or access to software

Yes	No	N/A
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**2 Investment Information** (with interest/dividend certificates)

Please provide investment portfolio report

Yes	No	N/A
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**3 GST Returns and Workpapers**

Yes	No	N/A
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**4 Fringe Benefits Tax Returns and Workpapers**

Yes	No	N/A
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**5 Payday Filing Reconciliations**

Yes	No	N/A
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**6 Stock on Hand at 31 March** (GST Exclusive)

\$ \_\_\_\_\_

**Work in Progress at 31 March** (GST Exclusive)

\$ \_\_\_\_\_

**7 Accounts Receivable/Trade Debtors** (GST Inclusive)

- if not in software please provide an itemised breakdown

\$ \_\_\_\_\_

**Bad Debts at 31 March** (GST Inclusive)

(identified and written off in ledgers before 31 March year end)

\$ \_\_\_\_\_

**8 Accounts Payable/Trade Creditors** (GST Inclusive)

- if not in software please provide an itemised breakdown

\$ \_\_\_\_\_

**9 Cash on Hand at 31 March**

Please provide copy of bank statement showing balance at 31 March

\$ \_\_\_\_\_

**10 Cash Income not banked**

\$ \_\_\_\_\_

**Cash Expenses Paid**

Please provide a summary

\$ \_\_\_\_\_

**11 Fixed Assets Purchased or Sold during the Year**

Please provide an itemised breakdown and copies of invoices, plus a settlement statement for property purchased or sold

Yes	No	N/A
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**12 Changes in Liabilities/Loans**

Please provide copies of loan summaries and/or the following:

- Loan balances as at balance date

- Interest rates as at balance date

Yes	No	N/A
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**13 New Hire Purchase or Lease Agreements**

Please provide an itemised breakdown and copies of finance or lease agreement(s)

Yes	No	N/A
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**14 Business Expenses Paid from Personal Funds**

Please provide an itemised breakdown

Yes	No	N/A
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**15 Home Office/Workshop Expenses**

Interest on Mortgage	\$	_____
Rent	\$	_____
Rates (including water rates)	\$	_____
Power	\$	_____
Repairs & Maintenance	\$	_____
Insurance	\$	_____
Total Area of home (m2)		<b>mtrs</b>
Area of workshop/office (m2)		<b>mtrs</b>

**16 Private Use of Business Assets**

Power	%	_____
Telephone	%	_____
Goods for own Use	%	_____
Other	%	_____

**17 Business Motor Vehicles**

*Sole Traders & Partnerships*

Business Use Percentage Vehicle (please provide log book)	%	_____
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*Companies*

Number of Days of Business Use Vehicle	Days	_____
(or number of Days available for Private Use)	Days	_____
Motor Vehicle Odometer Reading at Start of the Tax Year		_____
Motor Vehicle Odometer Reading at End of the Tax Year		_____

**18 Legal Transactions**

Please provide copies of the following:

- Sale and Purchase Agreements
- Settlement Statements
- Tax Invoices

Yes	No	N/A
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**19 Entertainment Expenses**

Please provide details

Yes	No	N/A
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**B PERSONAL INFORMATION**

**1 Income**

Family Support  
(Please provide Names and IRD No's for all children living at home)

Yes	No	N/A
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Details of PAYE Employment  
Inland Revenue Statement of Income (if not already held by us)

Yes	No	N/A
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**2 Other Income**

Rental Income, Short Term Rental Accommodation, Partnership, Trusts,  
Overseas Income, Other Overseas Investments and/or Loans  
Please provide Statements for the year showing transactions and balance

Yes	No	N/A
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**3 Interest Dividend Certificates/Dividend Portfolio**

Please provide Certificates and Investment Portfolio Report(s)

Yes	No	N/A
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**4 Donations (attach receipts)**

Yes	No	N/A
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**5 Portfolio Investment Income ("PIE Income")**

Please provide details

Yes	No	N/A
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**C** RENTAL PROPERTIES

Sale & Purchase Agreement, Valuation and Solicitors Settlement Statements  
Rental Income Records  
Rental Expenses (Interest, Rates, Insurance, Repairs & Maintenance, Management Fees etc.)  
Short Term Rental Accommodation (AirBNB, Bachcare, BookaBach etc)  
Holiday Home Schedule of Use: Private Use Days + Public Rent Days

Yes	No	N/A
Yes	No	N/A
Yes	No	N/A
Yes	No	N/A
Yes	No	N/A

**D** OTHER RELEVANT INFORMATION

Do you have any pension details in NZ or Overseas we should consider?  
Do you have any Overseas Investments?  
Have you bought or sold a property during the year?  
Please provide any other Income details.

Yes	No	N/A
Yes	No	N/A
Yes	No	N/A
Yes	No	N/A

**E** TRUSTS

Please provide the following records

- Details of any changes in Trustees (including the name and contact details for a new Trustee, the names of an existing Trustees, and the date of the change)
- Details of any changes in Beneficiaries during the year, including the name, date of birth, address and IRD numbers of any new beneficiary and the date change
- Copies of any Deeds of Acknowledgement of Debt or Deeds of Forgiveness of Debt actioned during the year
- Details of any Gifts made to the Trust during the year
- Details of the Taxable Income of any beneficiary that we do not complete a personal Income Tax Return for
- Details of any beneficiary expenditure that was not paid through the Trust
- If you have an investment in a portfolio investment entity (PIE) please advise your portfolio investor rate

Yes	No	N/A
Yes	No	N/A
Yes	No	N/A
Yes	No	N/A
Yes	No	N/A
Yes	No	N/A

**(NB: If you have a trust that owns property, you need to make sure it has an IRD number as this is now required for purchase and sale of property.**

**F** Sign-off and Authorisation

Please sign that you have provided us all necessary details required for us to be able to complete a full tax return to the Inland Revenue.

Signed by the client:

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