


<b>Information Required Summary</b>		<b>Tick</b>
The below information is required in respect of your business		
1.	<b>Financial records</b> for year – complete <b>schedule 1</b>	
2.	<b>Mixed use asset / holiday home</b> – complete <b>schedule 2</b>	
3.	<b>Accounts payable</b> at balance date – complete <b>schedule 3</b>	
4.	<b>Accounts receivable</b> at balance date – complete <b>schedule 4</b>	
5.	Details of <b>fixed asset</b> purchases and sales – complete <b>schedule 5</b>	
6.	All <b>mortgage &amp; bank loan</b> statements for the year	
7.	All <b>hire purchase</b> contracts – new and existing	
8.	Copies of <b>GST Returns</b> and <b>FBT Returns</b> filed and your workings	
9.	All <b>insurance</b> invoices, finance arrangements and details of any <b>insurance claims</b>	
10.	<b>Interest received &amp; RWT certificates</b> issued by banks and financial institutions	
11.	<b>Dividends received</b> – attach dividend advices	
12.	<b>Investment portfolios or statements</b> showing values at balance date and details of any purchases / deposits or sales / withdrawals	
13.	All <b>legal</b> invoices, statements, sale & purchase agreements or other documentation	
14.	List of <b>expenses paid out of pocket</b> and not in accounting system	
15.	Invoices for any <b>unusual transactions</b> requiring further detail, large <b>repairs and maintenance</b> amounts	
16.	Details of any <b>gifting</b> made or changes to <b>family loan balances</b>	

**McIntyre Dick**  
2020 Information Checklist  
Additional Schedules



<b>Personal Tax Information</b>		<b>Tick</b>
For each individual tax return also required please provide the following information		
1. <b>Salary, wages</b> , NZ Superannuation, withholding income – We will receive direct from Inland Revenue		
2. <b>Other income</b> received with no tax deducted		
3. <b>Interest received</b> & RWT Certificates issued by banks and financial institutions		
4. <b>Dividends received</b> – attach dividend advices		
5. <b>Rental property income</b> – please print and <b>complete schedule</b> from our website		
6. <b>Share/bond purchases or sales</b> – attach documentation		
7. <b>PIE / Kiwisaver</b> income – attach PIE tax statements		
8. <b>Overseas</b> income or overseas investment income		
9. All <b>donation</b> receipts		
10. Income or losses from an <b>estate, trust, partnership or Look-through company</b> that we do not prepare accounts for		
11. <b>Deductible expenses</b> – attached details of expenses incurred in earning income e.g. loss of income insurance, interest on loans used to acquire investments		
12. <b>Student loan</b> tick if you have a student loan		
13. <b>Working for families</b> – please print and <b>complete schedule</b> from our website		
14. Do you want us to prepare your <b>children's tax returns</b> ? If so, provide the above information for them		

## 1. FINANCIAL INFORMATION

<b>Online software Xero, MYOB Essentials</b>		<b>Tick</b>
We will have access to your Xero/MYOB file so you do not need to provide any reports		
All bank statements for bank accounts not processed in Xero/MYOB		
Bank statement showing balance at balance date for accounts processed in Xero/MYOB		

<b>Desktop software – MYOB, Reckon, Cash Manager etc</b>		<b>Tick</b>
Ensure final GST for the year has been completed		
Ensure bank reconciliation is complete to balance date		
Please provide a backup of your file by email or USB and advise software and version		
All bank statements for bank accounts not processed in software		
Bank statement showing balance at balance date for accounts processed in software		

<b>Banklink</b>		<b>Tick</b>
If a Banklink books user – please send in the live version of your Banklink file		
All bank statements for bank accounts not processed in Banklink		
Bank statement showing balance at balance date for accounts processed in Banklink		

<b>Manual or electronic Cashbook</b>		<b>Tick</b>
All bank statements for the year		
Ensure cashbook reconciles to year end bank balance		

<b>Bank Statements Only</b>		<b>Tick</b>
All bank statements for the year		
Narrate statements for any transactions not easily identified as to what transaction is		

A mixed use asset is a property, boat or aircraft that is used privately and also to derive income.

<sup>1</sup>Associated persons include close relatives, or if owned by an entity, persons associated with the entity owning the property.

List amounts you owe to others as at balance date or if you use a computerised system, provide a copy of the Accounts Payable/Creditors Aged Trial Balance.

Details (Name / Supplier)	Code	Qty	GST Incl. Amount
PAYE			
FBT			
Telephone			
Power			
<b>Total</b>			

[illegible]

[illegible]