

McIntyre Dick

2026 Information Checklist

Information Required Summary	Tick
The below information is required in respect of your business	
1. Financial records for year - complete schedule 1	
2. Cash on Hand at balance date - complete schedule 2	
3. Stock on Hand at balance date - complete schedule 3	
4. Work in Progress at balance date - complete schedule 4	
5. Details of goods taken for own use - complete schedule 5	
6. Out of Pocket Expenses - complete schedule 6	
7. Home office - complete schedule 7	
8. Revenue received in advance - complete schedule 8	
9. Accounts Payable at balance date - complete schedule 9	
10. Accounts Receivable at balance date - complete schedule 10	
11. Details of fixed asset purchases and sales - complete schedule 11	
12. All mortgage and bank loan statements confirming balances at year end balance date	
13. All Hire Purchase Contracts - new and existing	
14. Copies of GST Returns (if not on software) and FBT Returns filed and your workings	
15. All insurance invoices, finance arrangements and details of any insurance claims	
16. Interest Received and RWT certificates issued by banks and financial institutions	
17. Wages Paid - complete - schedule 12	
18. Dividends received - attach dividend advices	
19. Investment statements showing values at balance date and details of any purchases / deposits or sales / withdrawals	
20. All legal invoices, statements, sale and purchase agreements or other documentation	
21. Invoices for any unusual transactions requiring further detail, large repairs and maintenance amounts	
22. Details of any gifting made or changes to family loan balances	
23. Government Subsidies and Loans - please advise and provide dates and amounts received	

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Additional Schedules



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

1. FINANCIAL INFORMATION

Online software Xero, MYOB Essentials	Tick
We will have access to your Xero / MYOB file so you do not need to provide any reports	
Bank statement showing balance at balance date for accounts processed in Xero/MYOB	
All bank statements for bank accounts not processed in Xero/MYOB	
If you attach invoices to bills/transactions or use file library please tick	

Desktop software - MYOB, Reckon	Tick
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	
Bank statement showing balance at balance date for accounts processed in software	
All bank statements for bank accounts not processed in software	

Manual or Electronic Cashbook	Tick
All bank statements for the year	
Ensure cashbook reconciles to year end bank balance	

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

2. CASH ON HAND

Provide detail of any cash on hand at balance date

Details	Amount \$	Date Banked
Cash float		
Petty cash		
Cash not yet banked		
Eftpos receipts not received at bank		

3. STOCK ON HAND

Provide detail of any trading stock on hand at balance date held for resale. This is to be valued at the lower of cost or selling price.

Value of stock on hand at balance date (Excluding GST) = \$

(Please provide work papers to support this total)

4. WORK IN PROGRESS

Include any work or jobs started, but not yet completed at balance date

The value of work in progress is calculated on a job by job basis using the below formula. Note all amounts are to be GST exclusive and must have been paid or payable at balance date.

$$\text{material cost} + \text{employee labour cost} - \text{customer deposits / payments} = \text{work in progress}$$

Value of work in progress at balance date = \$

(Please provide work papers to support this total)

5. GOODS TAKEN FOR OWN USE

Details	Market Value (Incl. GST)

Have these been adjusted for in your GST returns? Yes / No

6. OUT OF POCKET EXPENSES

Please give details of any business expenses paid from private sources during the year (ie not paid out of **your business bank account**) - **supply receipts where possible.**

Payee	Expense	Amount (Incl. GST)

