

McIntyre Dick

2026 Rental and Investment Checklist

Entity / Business Name: _____

Individual Names: _____

Engagement

I/We instruct McIntyre Dick & Partners to prepare my/our financial reports and taxation returns for the 2026 financial year. I/We undertake to supply all information necessary to carry out such services (as per the engagement) and will be responsible for the accuracy and completeness of such information. Unless otherwise instructed any financial statements will be special purpose financial statements to meet the requirements of the Income Tax Act 2007 and the Tax Administration (Financial Statements) Order 2014.

Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the financial statements or tax returns summaries in so far as third parties are concerned, or the fulfilling of any statutory audit requirements.

Authority to Obtain Information

You are hereby authorised to communicate with the appropriate bankers, solicitors, finance companies, Inland Revenue, ACC and other persons or organisations to obtain such further information as you may require in order to carry out the above engagement.

This authority continues until such time as it is revoked by me in writing.

Signatures

Date

Do you give authority to send your accounts to your banker/ bank if they request it? Yes No

Email address for banker: _____

Tax Refunds Direct Credited

Inland Revenue now direct credit refunds to your bank. Please advise the bank account you wish refunds (if any) to go into.

Account Name _____ Bank Account Number _____

Please Note:

Key Issues you wish to discuss when we meet
Major Transactions we need to know about
Contact Details that have changed so we can update our records

Information Required Summary	Tick
The below information is required in respect of your business	
1. Financial records for year - complete schedule 1	
2. Mixed use asset / holiday home - complete schedule 2	
3. Accounts payable at balance date - complete schedule 3	
4. Accounts receivable at balance date - complete schedule 4	
5. Details of fixed asset purchases and sales - complete schedule 5	
6. Copies of property management statements for the year	
7. All mortgage and bank loan statements confirming balances at balance date	
8. All hire purchase contracts - new and existing	
9. Copies of GST Returns (if not on software) and FBT Returns filed and your workings	
10. All insurance invoices, finance arrangements and details of any insurance claims	
11. Interest received and RWT certificates issued by banks and financial institutions	
12. Dividends received - attach dividend advices	
13. Investment portfolios or statements showing values at balance date and details of any purchases / deposits or sales / withdrawals	
14. All legal invoices, statements, sale and purchase agreements or other documentation	
15. List of expenses paid out of pocket and not in accounting system	
16. Invoices for any unusual transactions requiring further detail, large repairs and maintenance amounts	
17. Details of any gifting made or changes to family loan balances	
18. Trust disclosures <ul style="list-style-type: none"> • Beneficiary <ul style="list-style-type: none"> ➤ Date of birth ➤ IRD number ➤ Jurisdiction of tax residency • Settlor <ul style="list-style-type: none"> ➤ Date of birth ➤ IRD number ➤ Jurisdiction of tax residency 	
19. Copies of electronic marketplace invoices for short term accommodation e.g. AirBnB, Expedia etc.	

McIntyre Dick
2026 Information Checklist
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	
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	
	All bank statements for bank accounts not processed in Xero/MYOB	
	Bank statement showing balance at balance date for accounts 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	
	All bank statements for bank accounts not processed in software	
	Bank statement showing balance at balance date for accounts 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	

