

**Contact Details** that have changed so we can update our records

<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>Cash on Hand</b> at balance date - complete <b>schedule 2</b>		
3. <b>Stock on Hand</b> at balance date - complete <b>schedule 3</b>		
4. <b>Work in Progress</b> at balance date - complete <b>schedule 4</b>		
5. Details of <b>goods taken</b> for own use - complete <b>schedule 5</b>		
6. <b>Out of Pocket Expenses</b> - complete <b>schedule 6</b>		
7. <b>Home office</b> - complete <b>schedule 7</b>		
8. <b>Revenue received in advance</b> - complete <b>schedule 8</b>		
9. <b>Accounts Payable</b> at balance date - complete <b>schedule 9</b>		
10. <b>Accounts Receivable</b> at balance date - complete <b>schedule 10</b>		
11. Details of <b>fixed asset</b> purchases and sales - complete <b>schedule 11</b>		
12. All <b>mortgage &amp; bank loan</b> statements for the year		
13. All <b>Hire Purchase</b> Contracts - new and existing		
14. Copies of <b>GST Returns</b> and <b>FBT Returns</b> filed and your workings		
15. All <b>insurance</b> invoices, finance arrangements and details of any <b>insurance claims</b>		
16. <b>Interest Received &amp; RWT Certificates</b> issued by banks and financial institutions		
17. <b>Wages Paid</b> - complete - <b>schedule 12</b>		
18. <b>Dividends received</b> - attach dividend advices		
19. <b>Investment</b> statements showing values at balance date and details of any purchases / deposits or sales / withdrawals		
20. All <b>legal</b> invoices, statements, sale & purchase agreements or other documentation		
21. Invoices for any <b>unusual transactions</b> requiring further detail, large <b>repairs and maintenance</b> amounts		
22. Details of any <b>gifting</b> made or changes to <b>family loan balances</b>		
23. <b>Government Subsidies and Loans</b> - please advise and provide dates and amounts received		

**McIntyre Dick**  
2023 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		N/A
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		
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		

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

<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		

[illegible]

If you have a dedicated office space at your home please complete the following.

Please provide details of any deposits or payments received for goods or services not yet provided. Do not include if already included in your Accounts Receivable or Work in Progress

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

[illegible]

List amounts owed to you by others as at balance date or if you use a computerised system, provide a copy of the Accounts Receivable/Debtors Aged Trial Balance

**ASSETS PURCHASED (with a GST excl cost of more than \$1,000)**  
**Copy of invoices required**

[illegible]

**McIntyre Dick**  
2023 Information Checklist  
Additional Schedules



**ASSETS SOLD / WRITTEN OFF**  
Copy of invoices required

Purchaser & Asset	W/Off (Tick)	Date	Amount

**12. WAGES PAID**

Please advise what payroll software is used and provide yearly summary report from this.

<b>Accrued Employee Entitlements</b>	
Are accruals for employee entitlements (including bonuses, commissions, holiday pay, long service leave, etc) calculated to year end and included in the financial information provided?	<input type="checkbox"/> YES / <input type="checkbox"/> NO
Such monetary remuneration is only deductible when it is incurred by year end and has been paid out to employees either in the year or within 63 days of year end.	
Of calculated accruals, how much was paid within 63 days of year end?	\$