



<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>		
17. <b>Trust disclosures</b> <ul style="list-style-type: none"> <li>• <b>Beneficiary</b> <ul style="list-style-type: none"> <li>➤ Date of birth</li> <li>➤ IRD number</li> <li>➤ Jurisdiction of tax residency</li> </ul> </li> <li>• <b>Settler</b> <ul style="list-style-type: none"> <li>➤ Date of birth</li> <li>➤ IRD number</li> <li>➤ Jurisdiction of tax residency</li> </ul> </li> </ul>		

<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		
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		
All bank statements for bank accounts not processed in software		
Bank statement showing balance at balance date for accounts 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		

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

Mixed Use Asset	Days / \$
Number of days used during the year	
Number of days used by family or associated persons <sup>1</sup>	
Rent received from family or associated persons	
Number of days used for less than 80% of market rental	
Rent received where was less than 80% of market rental	

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			
Total			

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.

[illegible]

**Copy of invoices required**

[illegible]

[illegible]