PERSONAL TAX RETURN CHECKLIST

CLIENT:
PERIOD: ___/___/_______ to ___/___/_______ *IRD No:*

The following information is required to complete your personal tax return. ***Note that in order to complete your returns on your behalf we must have your signed checklist. This is required for all circumstances including nil returns.*** ***Please respond to every item on this checklist.***

If applicable, tick the appropriate box and provide details. If not applicable, write N/A in the box.

If you are not sure, or cannot find the required information, please let us know.

Your current email address is:

Income:

1. **INTEREST** - provide resident withholding certificates from financial institutions or other sources. ☐
2. **DIVIDENDS** - provide your dividend certificates and portfolio statements. ☐
   Please advise if you have been dealing in shares, or purchased shares in order to sell at a profit.
3. **RENTS** - advise gross rents received and expenses to be claimed – **fill in our rental property checklist** – if one is not attached, please ask us and we will forward it to you. ☐
4. **INCOME FROM ESTATES/TRUSTS** - provide details of any income (ie interest, dividends, rents, business income or other) and any tax paid by the estate/trust. ☐
5. **PARTNERSHIPS** - advise your share of income or losses in all partnerships; (other than any we already know about). ☐
6. a) Do you have funds in **a PORTFOLIO INVESTMENT ENTITY** (PIE)? Yes / No

   If you answered "yes", please provide your statements so we can check you are using the correct PIR

   b) Have you joined **KIWISAVER**? Yes / No

   If you answered "yes", please provide your statements so we can check you are using the correct PIR
7. **Were you paid in cash for any jobs during the year?** Yes / No
   If you answered "Yes"
   I. Did you use the cash for personal expenditure? Yes / No
   II. Did you use the cash for business expenditure? (attach a list showing how this was spent) Yes / No
   III. Did you bank your cash takings into another bank account? Yes / No
8. **OTHER INCOME** - provide full details. ☐
9. **OVERSEAS INCOME** - If you are a NZ "tax resident" you have to declare overseas income in your NZ tax return, but **you may also be able to claim taxes paid overseas**. Please provide all details to us. ☐
10. **DO YOU HAVE ANY OVERSEAS INVESTMENTS?** Please answer "Yes" even if you have not received any income from those investments. Yes / No
11. **ARE YOU A BENEFICIARY, TRUSTEE, OR SETTLOR OF A TRUST OR ESTATE, EITHER IN NEW ZEALAND OR OVERSEAS?** Yes / No

Deductions:

1. **LOOK-THROUGH COMPANY** - if you have been attributed a share of a loss from a look-through company (other than any we already know about), please provide details. ☐
2. **EXPENSES** - such as expenses relating to Schedular Payments you have received.

   (Please provide us with a detailed list) ☐

3. **INCOME REPLACEMENT INSURANCE POLICIES** - These are usually tax deductible. You will have received a letter from your insurer, so please provide a copy to us. ☐

Working for Families Tax Credits (if applicable):

If you are eligible for Working for Families Tax Credits, you may be required to file a declaration which needs to accompany your income tax return. In order to assist you with this requirement, we will need to know whether you have an entitlement.

Please confirm whether you are receiving or entitled to Working for Families Tax Credits Yes / No

Note: We do not manage this tax type for our clients, but if we have been given authority to review this on your behalf, we will check your entitlement once your income tax return has been processed, and advise you if there appears to be an additional entitlement or an overpayment.

Student Loan (if applicable):

If you have a Student Loan, you may be required to file a declaration which needs to accompany your income tax return. In order to assist you with this requirement, we will need to know whether you have a Student Loan.

Please confirm whether you have a Student Loan Yes / No

If you answered “Yes”, were you studying this year? Yes / No

Note: We do not manage this tax type for our clients, but if we have been given authority to review this on your behalf, we will check your repayment obligations once your income tax return has been processed, and advise you if there appears to be an additional payment required, or if you have overpaid.

Rebates:

The Personal Tax Rebate schedule may be sent to you directly. It should not be completed and forwarded until your personal income tax return has been filed.

If you would like us to prepare it on your behalf, please include it with your documents and attach all eligible receipts of over $5 paid to organisations that have Donee status. (Note: certain types of payments to state schools may qualify as a donation. Check with us or provide your receipts if you are not sure).

Please prepare my Personal Tax Rebate schedule ☐

I have attached my eligible donation receipts.

Is there anything else you need to tell us?

This might include things like a change in your family or marital circumstances, arriving or leaving New Zealand for a period of time during the financial year (include the dates, please), a change in residence in New Zealand (such as purchasing a home), and so forth.

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Signature: ____________________________________ Date: __________________

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