

## PERSONAL TAX RETURN CHECK LIST

<b>Name:</b> _____		
<b>Trading Name:</b> _____		
<b>Address:</b> _____		
<b>Contact Numbers:</b>	Home _____	Mobile _____
Work _____	Fax _____	Email _____

### **We cannot begin work until you complete and sign this form**

This is a requirement of the Inland Revenue Department and the NZ Institute of Chartered Accountants

Which services would you like us to perform this year?	CA	Self
Preparation of monthly accounts	<input type="checkbox"/>	<input type="checkbox"/>
Preparation of company/trust tax return	<input type="checkbox"/>	<input type="checkbox"/>
Preparation of personal tax return	<input type="checkbox"/>	<input type="checkbox"/>
Fill out rebate claims form	<input type="checkbox"/>	<input type="checkbox"/>
Apply for Community Services Card	<input type="checkbox"/>	<input type="checkbox"/>
Preparation of GST returns	<input type="checkbox"/>	<input type="checkbox"/>
Preparation of FBT returns	<input type="checkbox"/>	<input type="checkbox"/>
Preparation of Wages and PAYE returns and/or Payment of monthly invoices	<input type="checkbox"/>	<input type="checkbox"/>
Statistics Department returns	<input type="checkbox"/>	<input type="checkbox"/>

### **Terms of Engagement**

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for the year/period ending 31 March 2015. I/We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. I/We understand that you will rely upon the information provided by me/us. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the financial statements in so far as third parties are concerned, or in the fulfilling of any statutory audit requirements. I/We understand that during preparation of the Financial Statements and Taxation Returns you will not be specifically investigating non-compliance with laws and regulations – however should anything come to light of this nature during this process you will bring that to my/our attention.

I/We understand that the Financial Statements and Taxation Returns are prepared for my/our own use and to determine my/our taxation liabilities. If this should change in any material respect, I/we will inform you immediately. You will not accept any responsibility to any person, other than me/us, for the contents of the Financial Statements.

All other terms and conditions of this engagement are the same as those referred to in the updated Engagement Letter I/we signed and returned.

### **Trading Terms**

I/We also accept that Craig Anderson Limited has the right to charge interest on overdue accounts at the rate of 1.5% per month, and that all accounts are due for payment by the 20<sup>th</sup> of the month following invoice date. The charging of such interest will be at the discretion of Craig Anderson Limited. I/We accept that any collection costs incurred by Craig Anderson Limited will be fully recoverable from me/us.

I/We agree to the terms of sale from Craig Anderson Limited as follows:-

- a) In the case of a private or limited liability company I hereby personally guarantee all amounts owing to you by the company.
- b) PRIVACY ACT (1993) I/We authorise any person/company to provide information of their experience with me/us in order to receive credit from Craig Anderson Limited.

### **Authorisation**

I/We authorise Craig Anderson Limited to communicate with my/our bankers, solicitors, finance companies, Inland Revenue and all government agencies to obtain such information as you require in order to complete the above assignments. This includes obtaining information via online services available on Inland Revenue's website.

You are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us however you are authorised to sign any other taxation return on behalf of myself/ourselves or any of my/our associated entities.

You authorise our organisation to act as your agent for ACC levy purposes for all associated entities. This authorisation allows our organisation to query and change information on your ACC levy account(s) through ACC staff, and through ACC Online Services. This authority will also allow our organisations main representative discretion to delegate access to your ACC information to other members of our organisation. Other delegated members of our organisation will also be able to query and change information on your ACC levy account.

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

Convenient time to call you is:

Records Required	✓	Comments																												
<b>Wages/National Superannuation/Benefits</b>																														
<p>Please provide us with the names of any organisations you have received the following from:</p> <ul style="list-style-type: none"><li>Wages</li><li>ACC Payments</li><li>National Superannuation</li><li>Any other benefits</li></ul> <p>In most cases IRD will have sent us these details direct, however we do need to check all details have been included.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>																													
<b>Interest and Dividends</b>																														
<p>Please supply the advice slips.</p> <ul style="list-style-type: none"><li>For interest received, you should have an annual advice notice showing the withholding tax deducted. This may be on the bottom of your Bank Statement dated 31 March.</li><li>If any dividends are taken as bonus shares, also include these advice slips.</li></ul>	<input type="checkbox"/> <input type="checkbox"/>																													
<b>Rental and Leased Property</b>																														
Please complete attached rental questionnaire																														
<b>Home Office Expenses</b>																														
<p>If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:</p> <table border="0"><tbody><tr><td>Power</td><td>\$ _____</td><td>Cost of House and Section</td><td>\$ _____</td></tr><tr><td>Insurance (Building &amp; Contents)</td><td>\$ _____</td><td>Cost of Section</td><td>\$ _____</td></tr><tr><td>Interest (House Mortgage)</td><td>\$ _____</td><td>Construction materials: (timber, brick, etc):</td><td>_____</td></tr><tr><td>Rates (incl. Water Rates)</td><td>\$ _____</td><td></td><td></td></tr><tr><td>Repairs &amp; Maintenance</td><td>\$ _____</td><td></td><td></td></tr><tr><td>Other</td><td>\$ _____</td><td>Business Area</td><td>_____ M2</td></tr><tr><td><b>Total</b></td><td><b>\$ _____</b></td><td>Total Area</td><td>_____ M2</td></tr></tbody></table>			Power	\$ _____	Cost of House and Section	\$ _____	Insurance (Building & Contents)	\$ _____	Cost of Section	\$ _____	Interest (House Mortgage)	\$ _____	Construction materials: (timber, brick, etc):	_____	Rates (incl. Water Rates)	\$ _____			Repairs & Maintenance	\$ _____			Other	\$ _____	Business Area	_____ M2	<b>Total</b>	<b>\$ _____</b>	Total Area	_____ M2
Power	\$ _____	Cost of House and Section	\$ _____																											
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<b>Total</b>	<b>\$ _____</b>	Total Area	_____ M2																											
<b>Records Required</b>																														
<b>Partnerships, Trusts, Estates and Companies</b>																														
<p>Please supply details of income received for:</p> <ul style="list-style-type: none"><li>Rents</li><li>Partnership, Trusts, or Estate</li><li>Other</li></ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>																													
<b>Overseas</b>																														
<p>Include overseas interest, dividends, wages received and taxation paid. <b>Note:</b> New Zealand residents are liable for tax on all world-wide income.</p>	<input type="checkbox"/>																													
<b>Any Other Income</b>																														
<p>Attach details</p> <ul style="list-style-type: none"><li>Income Replacement Insurance Policy – provide details of premiums and claims.</li><li>Loss Attributing Qualifying Company – if you have been allocated a share of a loss other than from a company that we are aware of, please provide details</li></ul>	<input type="checkbox"/> <input type="checkbox"/>																													

<p>Have you any rebates to claim?      Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes, have you sent your rebate claim form to Inland Revenue?   Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Do you want us to complete your rebate claim form?   Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If "Yes" please provide receipts for all amounts paid.</p>		
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<p>Please supply full names and birth dates of all children. Please note the following:</p> <ul style="list-style-type: none"> <li>▪ If you had a child born within the current financial year you may be eligible for the Parental Tax Credit. Please include a copy of the child's birth certificate or their IRD Number.</li> <li>▪ Where a child has become financially independent during the current financial year, please advise the date they left school or home.</li> </ul> <p>If you have received Family Assistance during the year, please supply the certificate issued to you by IRD, detailing the amounts.</p> <p>Also provide details of any child support or maintenance payments made or received.</p> <p>If we do not prepare your spouse or partner's taxation return, please provide us with details of their income.</p> <p>Have you married, separated or otherwise changed your family circumstances during the year to balance date?      Yes <input type="checkbox"/> No <input type="checkbox"/>      If yes, details please:</p> <p>Were you a full time wage/salary earner during the year (20 hours/week single parent or 30 hours/week joint)?      Yes <input type="checkbox"/> No <input type="checkbox"/>      If yes, for how many weeks of the year?</p>	<div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div>	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
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