

## TAX TEAM BUSINESS INFORMATION CHECKLIST

**FULL NAME:** \_\_\_\_\_

**BALANCE DATE: 31/3/2021**

**CONTACT DETAILS:**

**PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**For the period 1 April 2020 to 31 March 2021 please provide all the following source records:**

	Supplied	N/A	Notes
<p><b>1. BANK STATEMENTS FOR CHEQUE AND SAVINGS ACCOUNTS FROM 1 APRIL 2020 TO 31 MARCH 2021</b> All bank statements and all cheque butts and deposit butts showing full details of what the funds were for/were from.</p> <p>If cheque or deposit butts are not provided, write on the bank statements full details of what each withdrawal and deposit is for.</p>			
<p><b>2. CASHBOOK or SOFTWARE PACKAGE</b> Do you use a cashbook? If yes, please provide.</p>			
<p><b>3. COVID 19 SUPPORT PAYMENTS</b> Did you receive support? If yes please provide the following: Amount received: \$ Date(s) received: Bank account paid into:</p>			
<p><b>4. INVESTMENTS /SAVINGS ACCOUNTS</b> All Resident Withholding Tax Certificates.</p> <p>All dividend/bond/investment statements.</p>			
<p><b>5. CREDIT CARD STATEMENTS</b> All business credit card statements.</p>			
<p><b>6. GST</b> Copies of all GST returns and workpapers.</p>			
<p><b>7. DO YOU EMPLOY STAFF?</b> If yes, provide all wage records.</p> <p>Do you provide non-cash benefits to any of your employees? Y/N</p> <p>Are you registered for FBT? <span style="float: right;">Y/N</span> If yes, provide copies of all FBT returns and workpapers.</p>			
<p><b>8. STOCK ON HAND</b> All stock take sheets.</p> <p>Date of stock take _____</p> <p>Value of stock on hand \$ _____</p> <p>Is this amount GST inclusive/exclusive?</p>			

<p><b>9. WORK IN PROGRESS</b> The value of work in progress as at 31 March 2021 should be based on the cost of labour and materials (GST exclusive).</p> <p>Value of work in progress \$ _____</p>			
<p><b>10. DEBTORS</b> List amounts owed to you as at 31 March 2021.</p> <p>Total as at 31 March 2021 \$ _____</p> <p>Bad Debts written off \$ _____</p> <p>Are these amounts GST inclusive/exclusive?</p>			
<p><b>11. CREDITORS</b> List amounts owing by you as at 31 March 2021 indicating the name of the creditor and type of expense.</p> <p>Are these amounts GST inclusive/exclusive?</p>			
<p><b>12. CASH ON HAND</b> Sales not banked as at 31 March 2021 \$ _____</p>			
<p><b>13. FIXED ASSETS</b> Review last year's asset schedule and advise of any assets no longer held and when and how the asset was disposed of.</p> <p>For all assets purchased costing over \$5000 (until 16 March 2021) and for any assets sold during the year, provide the following details:</p> <ul style="list-style-type: none"> <li>-date of transaction</li> <li>-amount paid or received</li> <li>-type of asset</li> <li>-method of payment</li> <li>-trade in details (if applicable)</li> <li>-copy of hire purchase, loan agreement, lease agreement and invoice</li> <li>-for property transactions, supply the solicitor's settlement statement and the sale and purchase agreement</li> </ul>			
<p><b>14. LOANS, HIRE PURCHASE AND LEASES</b> All statements of mortgages/hire purchases/leases.</p> <p>If there have been any changes to any loans /hire purchases/leases, please supply the documents showing the full details.</p> <p>For any loans/hire purchases/leases taken out during the year, provide the documents showing the following details:</p> <ul style="list-style-type: none"> <li>-principal sum</li> <li>-interest rate</li> <li>-security</li> <li>-commencement date</li> <li>-personal guarantee/s</li> <li>-how long the loan is for</li> <li>- copy of the loan agreement</li> </ul>			
<p><b>15. REPAIRS AND MAINTENANCE</b> Supply a list of major repairs to business assets i.e. costing over \$5000. (until 16 March 2021)</p>			

	Supplied	N/A	Notes
<p><b>16. HOME OFFICE/WORKSHOP</b>  Supply details of the area and costs for your own home if you use it for business purposes and have not claimed these costs through the business bank account or cashbook.  Area percentage used for home office _____ %</p> <p>Costs for the year:</p> <p>Power \$ _____</p> <p>Insurance - house and contents \$ _____</p> <p>Rates – land and water \$ _____</p> <p>Home mortgage interest, OR \$ _____</p> <p>Total rent paid for the year \$ _____</p>			
<p><b>17. VEHICLE USE APPORTIONMENT PER LOG BOOK</b>  If claiming travel based on actual vehicle costs:  Percentage used for private use of vehicle _____ %</p> <p>Has a private use adjustment for vehicle costs already been made in your cashbook/accounting system? Y/N</p> <p>Logbooks are required to be kept for 3 months and need to be redone every 3 years.  Has a log book been completed or redone if needed? Y/N</p> <p><u>OR</u>  If claiming travel based on kilometre rates:  Total business kilometres travelled for the year _____ km</p> <p>Businesses paying FBT on vehicles are not required to complete this section.</p>			
<p><b>18. PRIVATE USE</b>  List details of goods/services taken for private use, if not already adjusted for.</p>			
<p><b>19. EXPENSES PAID FROM PERSONAL FUNDS</b>  Supply a list and the invoices of any business expenses paid privately.</p>			
<p><b>20. INCOME NOT BANKED INTO THE BUSINESS ACCOUNT</b>  Provide details of any income that has not been banked into the business bank accounts, including date, amount and where the income was banked or what the income was used for.</p>			
<p><b>21. HAS THERE BEEN ANY CHANGE IN THE NATURE OF THE BUSINESS SINCE THE LAST RETURN? YES/NO</b>  If yes, please give a brief description of the change.</p>			
<p><b>22. COMPANY INFORMATION</b>  Have there been any changes in:</p> <p>Address of registered office YES/NO</p> <p>Shareholders or their addresses YES/NO</p> <p>Directors or their addresses YES/NO</p>			

## PERSONAL INFORMATION CHECKLIST

FULL NAME: \_\_\_\_\_

BALANCE DATE: 31/3/2021

	Taxpayer 1	Taxpayer 2
1. Did you earn any wages, salaries or NZ superannuation during the year? If yes, please provide the Resident Withholding Tax Deduction Certificate/s.	Y/N	Y/N
2. Did you earn any interest income during the year? If yes, please provide the Resident Withholding Tax Deduction Certificate/s.	Y/N	Y/N
3. Did you earn any overseas income (including interest, dividends, rental income, superannuation, other income) during the year? If yes, please provide details and attach all statements.	Y/N	Y/N
4. Did you earn any dividends during the year, including your power dividend? If yes, please provide all your dividend statements/advices.	Y/N	Y/N
5. Did you earn any rental income? If yes, please complete a Rental Property Checklist.	Y/N	Y/N
6. Did you earn any other income during the year, such as commission sales or odd jobs? If yes, please provide the details.	Y/N	Y/N
7. Are you a partner, shareholder or beneficiary in a business/investment/trust for whom I am not the accountant? If yes, please provide details.	Y/N	Y/N
8. Did you make any donations to charities during the year? If yes, please provide the original donation receipts.	Y/N	Y/N
9. Do you have Loss of Income Protection Insurance? If yes, please provide the invoice and details.	Y/N	Y/N

Have you changed your postal address, telephone, mobile or email address?

If yes, please provide details:

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I/We hereby instruct you to prepare my/our financial statements and taxation returns for the year/period ending 31 March 2021. 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. 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. You are hereby authorised to communicate with my/our bankers, solicitors, finance companies and all government agencies to obtain all such information by all forms of communication and media as you require in order to carry out the above assignments.

I/We authorise you to obtain my/our tax information from the Inland Revenue Department for all tax types other than Child Support. This information can be obtained through all forms of Inland Revenue communication and media channels including electronic ones. Also to make transfers of payments and credit balances between periods, different tax types and IRD numbers as required.

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_