

Checklist - To Prepare your tax return we need

☐	Employment earnings
☐	Interest Certificates
☐	Dividend / Investment Statements
☐	Donation Details
☐	Overseas Income
☐	Overseas Assets – Bank accounts, term deposits, loans, interest in overseas companies
☐	Any overseas Pension / Provident/ Superannuation
☐	Any holdings of precious metals
☐	Any distributions received from an overseas trust or estate
☐	Whether you have ever worked overseas? Where _____
☐	Changes to any working for family's details, Additional Children, Children that left care
☐	Income from any business entity we don't process (Company, Partnership, Sole Trader)
☐	Are you a Trustee or Beneficiary of a Trust?

If you have a rental property or business we ALSO need

☐	Bank Statements for the year or a csv file of the transactions
☐	Details of transactions (income & expenses) that occurred outside of the bank statements
☐	Credit Card Statements if business related
☐	Details for any digital wallet held. including income received, withdrawals made, balance held
☐	Loan Statements for the year
☐	Interest
☐	Hp Documents
☐	Cash book (if Prepared)
☐	Invoices for expenses to claim including insurance
☐	Agents statement
☐	Legal Statements for any sale or purchase of property
☐	When the property was purchased
☐	When the property was built
☐	Details of any other assets purchased, sold or written off
☐	Business / Private Splits of costs - % claim

If you have a business we ALSO need

☐	Trading stock on hand Cost Price Exclusive of GST	\$ _____
☐	Work in Progress Cost price Exclusive of GST	\$ _____
☐	List of Debtors (who owes you money) exclusive of GST	
☐	List of Creditors (who you owe money) exclusive of GST	
☐	Cash on hand at end of year unbanked	\$ _____
☐	Wage records	
☐	Vehicle Log book	
☐	Home as office – area of home and area of business use	
☐	Home as office – details of rates, insurance, phone, power, interest	
☐	Any Government Covid-19 support payments received	
☐	GST Returns and Works if we don't complete your GST	
☐	Value of Goods taken for own Use	\$ _____



If you are farming or agriculture or viticulture we ALSO need

- ☐ Livestock on hand
- ☐ Wine on Hand
- ☐ Other Produce on hand

If you are a company

- ☐ Details of any associated party transactions, wages, lease etc
- ☐ Details of any contingent liabilities
- ☐ Details of any capital commitments since balance date
- ☐ Changes in shareholding / directors

If you are a trust

- ☐ A copy of the trust deed
- ☐ Details of any and all assets held to enable financial accounts to be compiled
- ☐ Details of any and all liabilities
- ☐ Names and IRD numbers of all beneficiaries
- ☐ Any deeds of debt or gifting
- ☐ Any capital distributions made to beneficiaries

Work sheets – If Needed

Business / Personal Costs

Vehicles: _____ km	Business travel
Telephone & Tolls	
Rental _____ % business	Tolls _____ % business
Internet _____ % business	Cellphone _____ % business
Other shared assets-	(i.e. lawnmower, garden trailer etc)

Home as office

Insurance (house & contents)	\$
Interest only paid on mortgage	\$
Power	\$
Rates	\$
Telephone	\$
Repairs & Maintenance to office or workshop only	\$

Percentage Claim - If not detailed - please provide:

total office area

 Sq m

total house area.

 Sq m

ASSETS PURCHASED:

Description	How Paid	Cost	Private %	GST %	Date of Purchase

ASSETS SOLD OR TRADED IN:

Description	How Paid	Sale Price	Private %	GST %	Date of Sale