PERSONAL & INVESTMENT INCOME CHECKLIST

1st April – 31st March

This Checklist is to identify your assessable income and deductions from all sources – including any new activities that have started during this financial year, from external entities and related businesses and entities for whom Storey & Associates do not do the accounting. Please complete these accurately as inaccurate information may result in a potential tax liability. Where this information is not completed in full, it may result in additional accounting fees.

NZ tax residents are assessable on their world wide income, non residents for tax purposes are assessable only on income derived in New Zealand. If in doubt, contact us.

A tick √ will indicate that the records are attached – otherwise cross **X** if not applicable. Please return this Checklist to us when you bring / send in your annual records.

☐ Interest / RWT Certificates from all the banks, funds and finance companies

☐ Dividend Certificates from all companies and funds

☐ Small Business / Self Employed Income

Please advise: Nature of Business ____________________

First Year of Business ____________________

☐ Income from Estate / Trust / Partnership

Name	IRD No	Balance Date	Amount

Please attach any financial accounts supplied by the Estate / Trust / Partnership.

☐ Rental Income / Loss – Details ____________________

☐ Partnership Income / Loss – Details ____________________

☐ Other Income – Details ____________________

☐ Shares bought or sold – Details ____________________

☐ Losses from LTC:

Company Name	LTC’s Loss	Your Shareholding %

Please attach a copy of each LTC company’s financial statements.

☐ Deductible Expenses

Please note below and attach details of expenses incurred in earning income.

Expense	Details	Amount $
Brokerage / trading fees		
Commissions		
Interest on loans to acquire an investment		
Loss of income insurance		
Other:		

☐ IRD require disclosure of interest in a foreign company, unit trust, superannuation scheme or life insurance policy.

Please give details:____

☐ Tax Treatment of Financial Arrangements
Please provide details of any financial arrangements held by you during the year, eg. government and local body stock, commercial bills etc.

Please give details:____

REBATE CHECKLIST

☐ Donations
If you wish us to lodge your rebate claim please attach receipts for donations made to charities and schools (not school fees): Total: $__________________

Family Assistance Rebates 1st April – 31st March

Were you or you and your partner entitled to Family Assistance because you were primary caregivers for one or more children?

Y	N

If yes, please complete the questions below. Please note that the IRD will require your partner's return to be filed before they can process your return, as Family Assistance is based on joint family income. If you would like us to complete your rebate claim please enclose all relevant information for them.

Did you have a partner at any time during 1st April – 31st March?

Y	N

Did you or your partner pay or receive any Child Support Payments? If YES, please provide details:

Y	N	$

Family Assistance may apply for all children for whom you were primary caregiver, under 18 years old and not financially independent (working or receiving a benefit). Please provide details of any child who left school during the year:

Name of Child	Date of Birth	Date Left School

Housekeeper / Childcare Rebate
Payments made for Childcare and/or a Housekeeper from 1 April 2012 will no longer be eligible for a tax credit.

Income Less Than $9,880

As part of the Government's 2012 Budget, individuals can no longer claim the tax credit for income under $9,880.

YOUR CONTACT DETAILS UPDATE

Please provide us with your most current / preferred contact details.

Addressee:

Postal Address:

E-mail:

Home Phone:

Work Phone:

Fax Number:

Mobile Phone:

ADDITIONAL INFORMATION

When we have completed processing your tax returns and have them ready to send to you for signing, how would you like to receive them:

	Email		Post		Come in and go over them with your Accountant / Shane (Please note there will be additional fees with this option)

If you are due a refund from IRD, and wish to receive this into your bank account rather than posted out by cheque, please specify your chosen bank account name and number:

Name: ______________________________ # _ _ - _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _

I/we authorise Storey & Associates Ltd to complete all calculations and tax returns as required by legislation.
I/we acknowledge that Storey & Associates Ltd will charge for work completed and that all invoices are due on the 20th of the month following the invoice.
I/we understand that Storey & Associates Ltd may use IRD refunds to settle our accounting invoices. I/we acknowledge that where payment is late, penalty interest of 5% per month may be charged. Storey & Associates Ltd also have the right to add debt collection costs as per the Terms Of Trade.
I/we have read and completed the Checklists. I/we acknowledge that where Checklists are not complete or information is missing that additional fees will be charged.

Name: ______________________________

Signed: ______________________________ **Date:** ______________________