

Client Name: _____

I authorise you to prepare my tax return from the information and records I have supplied to you. I accept responsibility for the accuracy and completeness of all records and information supplied to you. You are authorised to communicate with my/our bankers, solicitors, finance companies and any other business that I/we deal with to obtain such information as you require to complete the above duties.

Signature: _____

Date: _____

Phone: _____

Email: _____

Bank account for tax refund: Name: _____ Account no: _____

Information required to complete your tax return:

TICK

1. Provide bank statements for the year for all current accounts, savings accounts, term deposits or credit cards.

Yes	No/ N/A	Already provided/ in Xero
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2. **Investment Income**

Supply details and copies of certificates and statements for the income year.

- Interest/dividends/PIE income/FIF income.

Yes	No/ N/A	Already provided/ in Xero
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3. **Capital Expenditure**

Supply copies of tax invoices for fixed assets purchased and/or sold.

Please review your asset schedule from your last year's accounts and advise us of any changes. If you require a copy of the schedule please contact us.

Yes	No/ N/A	Already provided/ in Xero
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4. **Loan documents and tax invoices for the following:**

- Annual loan summary confirming interest and principal repayments made during the year
- Finance documents
- Legal fees
- Solicitor's settlement statements and sale and purchase agreements relating to any legal transactions during the year
- Repairs and maintenance over \$500
- Business insurance premiums
- ACC payments and arrangements
- Donations.

Yes	No/N/A	Already provided/ in Xero
Yes	No/N/A	Already provided/ in Xero
Yes	No/N/A	Already provided/ in Xero
Yes	No/N/A	Already provided/ in Xero
Yes	No/N/A	Already provided/ in Xero
Yes	No/N/A	Already provided/ in Xero
Yes	No/N/A	Already provided/ in Xero
Yes	No/N/A	Already provided/ in Xero

5. **Rental and leased property**

If you received rent from some property/properties, please complete separate rental questionnaire.

Yes	No/ N/A	Already provided/ in Xero
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6. **Bright-line test for sale of residential property**

Have you purchased and sold a residential property since 1 October 2015 which is not your main residence?

Yes	No/ N/A	Already provided/ in Xero
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7. **Mixed use holiday home/boat/plane**

Do you have a **property, boat or plane** (with a market value of \$50,000 or greater) that is used privately and to derive income? If yes, please complete separate mixed-use questionnaire.

Yes	No/ N/A	Already provided/ in Xero
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8. Related party transactions

Do you provide any goods or services to a related party i.e. any other business or entity e.g. trust, shareholder, to which you are associated with? If yes, please complete schedule below:

Yes	No/ N/A	Already provided/ in Xero
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For example:

Type of transaction
e.g. rental income

Name of entity/person
ABC Limited

At market value Yes/No
Yes

9. Gifting programme

Please advise the dates of gifts made to your trust during the financial year. If you have copies of the gifting documentation from your solicitor, please attach.

Yes	No/ N/A	Already provided/ in Xero
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10. Changes in Trustees or Beneficiaries

- Have there been any changes in Trustees or Beneficiaries during the year? If yes, please provide details.
- Is the Settlor resident in NZ?
- Have there been any changes to the Trust Deed?

Yes	No/ N/A	Already provided/ in Xero
Yes	No/ N/A	Already provided/ in Xero
Yes	No/ N/A	Already provided/ in Xero

11. Your Will

Have you updated your will within the last five years?
(It is important that your will aligns with the terms of your trust deed – please call us if you wish to discuss this further)

Yes	No/ N/A	Already provided/ in Xero
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OTHER INFORMATION

If you have any other information, which you feel may be relevant to, or included in your tax return that has not been included in the above questions, please attach full details. i.e. any significant changes in your business, wealth or income.
