

Personal Income Tax checklist - 2019

Name.

Contact details (if changed)

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Bank Account Details for Direct IRD Lodgement of Tax Refunds

Name of Account

Bank and Branch

Bank Account Number

<i>Bank</i>	<i>Branch</i>	<i>Payee Account No.</i>	<i>& Suffix</i>
<div style="border: 1px solid black; width: 20px; height: 20px;"></div>	<div style="border: 1px solid black; width: 40px; height: 20px;"></div>	<div style="border: 1px solid black; width: 60px; height: 20px;"></div>	<div style="border: 1px solid black; width: 20px; height: 20px;"></div>

If you have a deadline for the preparation of this return please specify date required & reason

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Date...../...../.....

1. **Salary, Wages, Directors Fees, Contract Work, Withholding Income, Commission, Royalties, Fees, NZ Superannuation, Veterans Pension, Accident Compensation, Income Tested Benefits, Annuities**

Any Received?
Yes / No

Details of your Earnings from employment are provided to us by the IRD.

2. **Interest Received from New Zealand Investments**

Any Received?
Yes / No

(e.g. banks, government stock, debentures, deposits, investment accounts or any loans you have made. Include Inland Revenue Department use of money interest.)

Attach all annual certificates. If any are missing obtain or advise full details.

(If this income is to be split between you and another party, please indicate.)

3. **Dividends Received From New Zealand Companies**

Any Received?
Yes / No

Attach all shareholder dividend statements showing a payment date from 1 April 2018 to 31 March 2019.

4. **Income Received From Overseas (Interest, dividends, royalties and other)**

Any Received?
Yes / No

Attach supporting information including advice notices separately showing source, dates paid, and foreign currency amount.

<div style="background-color: #f2f2f2; padding: 5px;">5. Losses From Look Through Companies <i>(if annual financial statements for these Companies are not prepared by us.)</i></div> <p style="margin-top: 20px;">Please provide details of any look through companies in which you own shares or alternatively provide details of the person to contact.</p>	<p>Any Received? Yes / No</p>
<div style="background-color: #f2f2f2; padding: 5px;">6. Income From Estate / Trust / Partnership</div> <p style="margin-top: 20px;">Please attach full details (preferably a copy of the Estate/Partnership/Trust tax returns) to show separately NZ interest income and tax credits, NZ dividend income and tax credits, overseas income and tax credits, and the net amount of all other income less expenses. Alternatively please provide details of the person to contact.</p> <p style="margin-top: 20px;">Estate/Partnership/Trust income is to include balance dates from 1 October 2018 to 30 September 2019.</p>	<p>Any Received? Yes / No</p>
<div style="background-color: #f2f2f2; padding: 5px;">7. Rental Income</div> <p style="margin-top: 20px;">If YES, please complete the separate Rental Income checklist.</p> <p style="margin-top: 10px;">(one checklist to be completed for each property)</p>	<p>Any Received? Yes / No</p>
<div style="background-color: #f2f2f2; padding: 5px;">8. Shareholder Salaries (non PAYE source deduction)</div> <p style="margin-top: 20px;">Show amount and source or alternatively the person to contact for details.</p>	<p>Any Received? Yes / No</p>
<div style="background-color: #f2f2f2; padding: 5px;">9. Other Income</div> <p style="margin-top: 20px;">Have you received any income from sources not mentioned elsewhere in this questionnaire?</p> <p style="margin-top: 10px;">(e.g. share option schemes, land sale profits, provision of company accommodation, 'tax free' allowances, cash jobs, tips.)</p> <p style="margin-top: 10px;">Please provide details of any other income received.</p>	<p>Any Received? Yes / No</p>
<div style="background-color: #f2f2f2; padding: 5px;">10. Profits / Losses From Share Trading</div> <p style="margin-top: 20px;">If you have been trading in shares during the year please attach details. We will discuss any tax implications of these transactions at the time of your interview.</p>	<p>Any Received? Yes / No</p>
<div style="background-color: #f2f2f2; padding: 5px;">11. Deductible Expenses</div> <p style="margin-top: 20px;">Please provide full details of expenses (eg commissions, loss of income insurance, home office, motor vehicle etc) incurred in deriving income. Please attach supporting documents to substantiate expenses. If you are claiming interest please advise how the borrowed funds were used during the year. (If not enough space please attach details.)</p> <p style="margin-top: 20px;">If you are claiming for a home office please download & complete the home office checklist.</p>	<p>Any Paid? Yes / No</p>

12. Required Disclosure of Holdings in a Foreign Company, Unit Trust, Superannuation Scheme or Life Insurance Policy

- (a) If you held rights or holdings in any of the above foreign entities at any time during the year, the following information is required.
- name of foreign company or fund
 - country of residence
 - nature of interest held (eg. units, shares, superannuation, insurance)
 - date that holdings were acquired.

In addition, please disclose holdings by relatives and persons (including your companies, partnerships, trusts) associated to you so that we can determine your deemed total interest in the foreign companies or funds under the international tax rules.

13. Tax Treatment of Financial Arrangements

Special rules govern the treatment of income and expenditure under financial arrangements (eg Government stock, local body stock, notes and bonds etc). To determine whether your 2019 tax position will be affected by these rules, please provide the following information:

- Detail any financial arrangements held by you during the year ended 31 March 2019.
- Purchase or sale documents for movements during the year .

(Ensure that you include details of the face value of the investment, coupon interest rate and maturity date for each financial arrangement.)

14. Student Loans

Did you have a student loan at any time during the year ? If YES, please attach details including balance outstanding at 31 March 2019.

Yes / No

15. Working for Families and Family Assistance

If you have children who are either still at secondary school or under 18 please provide the following.

Yes / No

If yes, please advise following details:

- (a) **Partners Name:**
- IRD Number:**
- Net Income:** \$.....

Do you require us to complete your partner's tax return?
If yes, we will require similar information as per this checklist.

Yes / No

(b) Average number of hours per week that you and your partner worked in paid employment during the current financial year.

(c) **Children details:**

Name	Date of Birth	Date Left School
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Please note that the IRD will require your partner's return to be filed before they can process your return.

16. Donations Rebates

Attach copies of donation receipts and school fees for the full year if you require us to file and a donation rebate on your behalf.

17. Next Financial Year

If you expect significant changes to your next years taxable income, please provide details.

I instruct **FJ Accounting Ltd** to prepare my tax return for the year ended 31 March 2019. I undertake to supply all information necessary for this engagement and to 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 tax return summaries. I authorise you to communicate with the appropriate Bankers, Solicitors, Finance Companies, Inland Revenue Department and other persons or organisations to obtain such further information as you may require in order to carry out the above engagement. I undertake to review the completed return and advise of any errors or omissions.

I understand that payment of our invoice is due within 7 days from the date of the invoice date.

Signature:

Date: