

PERSONAL TAX CHECKLIST

Financial Year: 1 APRIL 2017 to 31 MARCH 2018

Your Name:		Phone (day):	
		Phone(evening):	
Address:		IRD number:	
		Email:	

This is a checklist to assist you in supplying us with the necessary information to prepare your 2018 year personal tax return. By signing this checklist you are disclosing all taxable income to be declared in your 2018 tax return.
Please ensure you complete and sign this form as your tax return will not be prepared without it.

INCOME

If you received any of the following types of income for the year ended 31 March 2018, please provide details --

- Interest or Dividends (please supply certificates including PIE investments) YES / NO
- Taxable Income from Foreign Investments (supply gross and tax details) YES / NO
- Did you receive or **OWN** overseas investments including foreign pensions/superannuation YES /NO
- Did you make withdrawals or transfers from overseas pension or superannuation funds? YES / NO
- Did you receive income or losses from a Company/Partnership/Trust/Estate that we do not prepare? YES / NO
- If YES please supply Financial Statements and/or tax return.
- Did you receive/earn income from rents? If yes, please complete separate Rental Checklist YES / NO
- Did you receive cash for work done which hasn't been declared elsewhere or had tax deducted at source? If yes, please provide details. YES / NO
- Did you purchase or sell a property during the 2018 financial year? If yes, please discuss. YES /NO

EXPENSES/DEDUCTIONS

- Did you pay income protection premiums in your own name which has not been claimed elsewhere YES / NO
If yes please provide details.
- **Bank Account for Tax Refund from IRD** _____

Customer name of bank account _____

WORKING FOR FAMILIES TAX CREDITS
(ONLY COMPLETE IF YOU HAVE DEPENDENT CHILDREN)

Please list the following details of dependent children under the age of 18 and still attending school:

Full Name	IRD Number										Age	Date of Birth	Date left school or financially independent	

- Did you receive Working for Families Tax Credits during the year? YES / NO
 - Are you or your spouse working for wages or self-employed? YES / NO
 If YES how many hours **per week** do you or your spouse work? YOU _____ SPOUSE/PARTNER _____
 - Were you or spouse working for the full year? If no, please detail periods _____
 - Did you pay or receive Child Support to/from an ex-partner for the year ended 31 March 2018? YES / NO
 If yes, how much did you Pay..... Receive.....
 - Is your child 16 or over and earned \$12,000 or more for the 2018 year? Please supply details YES / NO
 - Have you had a baby during the financial year? Date of Birth_____ YES / NO
- You may be entitled to a one-off Parental Tax Credit if you haven't received Paid Parental Leave.

REBATES

- **Donations** - supply receipts for all donations made 1 April 2017 to 31 March 2018. YES/N/A
- **Bank Account Number** - for direct crediting donation rebate _____
 (If different from bank account listed on front page)
- **Independent Earner Tax Credit** - To qualify for this entitlement, we need to know if you meet the criteria. You may qualify for some months, but not the full year. Please complete the following if you believe your income was between \$24,000 to \$48,000 (after expenses and before losses).
 From 1 April 2017 to 31 March 2018 -
 - Were you a New Zealand tax resident? If not full year, please detail months in NZ YES/NO
 - Did you receive an income tested benefit, NZ Super or overseas equivalent? YES/NO
 If yes, but not for full year, please detail months not receiving benefits
 - Were you or your partner entitled to Working for Families Tax Credits? YES/NO
 If yes, but not full year, please detail months not receiving family assistance

PLEASE NOTE: Even if you received Independent Earner Tax Credit through the PAYE system (on ME tax code) you still need to complete this section, otherwise you may have tax to pay.

TERMS OF ENGAGEMENT

- **Provision of Services**
 - All services are provided solely for the clients own use and the use of other specifically authorised parties. Unless stated otherwise all reports prepared by Your Accountant Ltd in the provision of our services will be prepared for the stated purpose alone and Your Accountant Ltd or their agents will not be liable for any losses, claims and/or demands by any third party resulting from this engagement.
 - The whole or any part of reports prepared by Your Accountant Ltd for you cannot be included in any document without the written approval of Your Accountant Ltd as to how it will appear.
 - All services are provided on the basis that you have provided Your Accountant Ltd with a full disclosure of all necessary information including income from all sources. Your Accountant Ltd accepts no liability in respect of our services where such a full disclosure has not been made. If additional information is requested from you and is not supplied in a timely manner Your Accountant Ltd reserves the right to revoke this engagement.
 - I/We accept that I/we have primary responsibility for meeting my/our tax obligations. These include keeping the required records, ensuring tax returns are true & correct, filing my/our tax returns on time and meeting any tax obligations.
 - Considerable uncertainty can arise when applying tax law to specific situations and Your Accountant Ltd provides no guarantee their advice will be accepted by the Inland Revenue Department.
 - I/We accept responsibility for any additional tax, penalties, and/or use of money interest imposed (by way of audit activity or otherwise) by the Inland Revenue Department resulting from information used to compile returns by Your Accountant Ltd.
- **Invoicing & Payment of Accounts**
 - All accounts are payable by the 20th of the month following invoice date, with any overdue accounts incurring a 2% interest charge per month that they are overdue.
 - Your Accountant Ltd reserves the right to submit interim invoices for services where it is considered necessary to do so.
 - Your Accountant Ltd may defer filing your tax return until our account is paid.
 - Should a Debt Collection Agency be required to collect an overdue account, all additional recovery costs will be added to the outstanding amount for collection.
- **Personal Information**
 - Any personal information collected and held by Your Accountant Ltd will be used solely for purposes related to the services provided to you. Under the Privacy Act 1993 you have the right of access to and correction of personal information about you that Your Accountant Ltd holds.

Client Authorisation

I/We authorise you to prepare Financial Statements from the information and records I/we have supplied to Your Accountant Limited. I/we advise you not to complete an audit or review. I/we accept responsibility for the accuracy and completeness of all records and information supplied to Your Accountant Limited and agree to the terms of engagement as above.

Under the terms of the Privacy Act 1993, I/We give Your Accountant Limited full authority to seek additional information, including by electronic services, from my/our Bank, lawyer, WINZ, ACC and the Inland Revenue Department for any purpose relating to my/our affairs to enable the proper completion of my Financial Statements and Income Tax Returns. This authority also applies for the Client Linking System with the Inland Revenue Department and Your Accountant Limited as tax agent for all tax types.

I/we acknowledge that this authority shall remain in force and effect until revoked by me/us in writing.

Authorised Signature: _____

Name: _____

Date: _____