

TAX RETURN CHECKLIST
FOR THE YEAR ENDED 31 MARCH 2021

Client:

Personal

1. Are you tax resident?? Yes / No
If you are tax resident, you must declare your worldwide income for NZ income tax purposes.
If you are overseas, please provide details of the dates of your arrival and departure.
If you have recently moved to NZ, you may be eligible be a transitional tax resident.
Please call the office to discuss.
2. Salary, Wages, Redundancy Payment (including date of payment), National Superannuation, Pensions, Accident Compensation, Family Support, Unemployment & Income Tested Benefits, Commissions, Directors Fees and other Withholding Payment income.
We will obtain a summary of earnings from IRD.
3. Interest - Provide advice slips and full details including principal amounts, interest rates and maturity dates (attach all withholding tax deduction certificates IR15).
4. Dividends and Taxable Bonus Issues - (*Including shares in lieu of dividends and dividends reinvested*) Provide full details or dividend warrants. Attach all shareholder dividend statements.
5. Rents - List gross rents received by address and expenses to be claimed against this income (eg rates, interest, repairs, insurance, other), together with the number of weeks / months for which the property was available to let.
6. Income From Estates/Trusts - Detail any income showing source of income (ie interest, dividends, rents, business income, other income) and any tax paid by the estate/trust.
7. Partnerships - If we do not prepare the partnerships accounts and tax returns, please provide a copy of the financial statements and tax returns of income or losses in all partnerships, including any withholding tax and imputation credits in respect of that income, the IRD number for those partnerships and their balance date (if available).
8. LTC – If we do not prepare the accounts and tax return for the LTC please provide a copy of the financial statements and tax returns.
9. Share Trading - If you have been dealing in shares or previously traded in shares or you have purchased shares for the purpose of making a profit advise full details of such transactions.
10. Overseas Income/Investments - Provide full details of any overseas income or investments (deposits, shares, investment funds, unit trusts, rental, interest received, business income, pensions, annuities, foreign superannuation funds, foreign unit trusts, trusts etc) including overseas tax paid or deducted on your behalf. Include copies of financial statements, income statements, tax returns and income tax assessments.
For share and unit trust investments please provide an up to date list of all shares held, their original cost and market value at the beginning and end of the income year, details of all purchases and sales. Provide a copy of brokers statement and valuation reports.
11. Gifts/Loans Forgiven - Provide details of any gifts or forgiveness of debt (if any) in which you have been involved during the year.
12. Land transactions
Options, Sale and Purchase Agreement -
Have you been a party to any:
(i) options (other than share options); or
(ii) agreements for sale and purchase of property (whether real or personal property) involving a deferred settlement of any part of the purchase price?
If so, please provide full details.
13. Other Income - For example, grants received, royalties, etc. Provide full details.
14. Personal Tax rebates
If you have not already completed the claim form IR 526 please provide us with the form received from the IRD together with the following:
 - a) Childcare - Advise amount paid, to whom paid and reason why housekeeper or creche is necessary.
 - b) Donations - Attach all receipts in excess of \$5.00.

15. Family Support -
If you are entitled to receive Family Support during the year, have you completed and lodged the Family assistance Registration FS1 form. If not please provide details of:
- Date of birth and full names of your children who qualify for family;
 - Family Support number, if known.
 - Family Support received during the year;
 - Copies of birth certificate or passport if this is to be the first claim or for additional children.
16. Returning Residents Visa - Please indicate if you are likely to make application for an extension of this visa in the next two years.

- * I have provided all the information that is required to enable Alan K Tong & Associates Limited to complete the assignment.
- * I accept the responsibility for the accuracy of the financial statements and the assertions contained in them. Alan K Tong & Associates Limited responsibility is to prepare the financial statements from data supplied by me.
- * I accept and understand that Alan K Tong & Associates Limited will have no responsibility to third parties who I provide the financial statements to and may rely on them. Any copies of the financial statements which I distribute to third parties will be copied with Alan K Tong & Associates Limited disclaimer.
- * I have provided full details of all income earned to prepare returns of income.

Important

- This checklist is a guide only. If you have any transactions where you are unclear of the tax effect, please consult this office.
- If you file an incorrect return or provide false information to the Inland Revenue Department, you commit an offence under the Income Tax Act 2007, which can be punishable by severe Court fines and by penalties imposed by the Inland Revenue Department which can be equal to 3 times the amount of tax underpaid, plus imprisonment. Please therefore ensure that the information provided to us is correct. If in doubt, please consult this office.

Signed: X

Date: _____ 2021

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Terms of Engagement:

I confirm that:

- * I have engaged Alan K Tong & Associates Limited to compile my annual financial statements
- * Alan K Tong & Associates Limited have not been requested to perform an audit or review engagement
- * I accept and understand that Alan K Tong & Associates Limited will provide no assurances regarding the financial information resulting from the compilation process
- * I accept and understand that Alan K Tong & Associates Limited will not perform an audit or review engagement of the financial statements
- * I have reviewed the Tax Return Checklist and the Financial Statement Checklist on the website www.tong.co.nz and I have provided all of the applicable details and documentation referred to those checklists.