

**PKF****PKF Francis Aickin Limited**  
Chartered accountants and business advisers

Passion

Teamwork

Clarity

Quality

Integrity

**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.
- Data file:**
- please provide a backup of your accounting file package:

Yes	No
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Version \_\_\_\_\_ Password \_\_\_\_\_

OR Please give us access to your online cloud file. Call your accountant to discuss access.

- 2.
- Bank statement**
- confirming bank balance as at 31 March 2020, or your balance date

- Current account, Saving Account, Term Deposit, Credit Card; or
- Full year's bank statements where you supply written Cashbook / Excel summary or no summary.

Yes	No
Yes	No

- 3.
- Cash on hand**

Cash on hand \$ \_\_\_\_\_ Date banked \_\_\_\_/\_\_\_\_/\_\_\_\_

Petty Cash \$ \_\_\_\_\_ Till Floats/Cash Floats \$ \_\_\_\_\_

Yes	No
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- 4.
- Transactions not through the business**

Were all sales banked into your business trading bank account?

If no, please provide a list showing amounts not banked and when they were lodged.

Yes	No
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- 5.
- Private use:**
- supply a list of the value of goods taken for private use at their cost price including GST.

Have you made an adjustment for private telephone and tolls?

Yes	No
Yes	No

- 6.
- Business expenses paid in cash / personal funds:**
- supply a list if applicable.

Yes	No
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- 7.
- Accounts receivable (debtors):**
- review accounts receivable summary as at balance date to confirm accuracy. Supply list.

Yes	No
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- 8.
- Accounts payable (creditors):**
- review accounts payable summary as at balance date to confirm accuracy or supply list including nature of expenditure.

Yes	No
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- 9.
- Goods & services tax (GST):**
- supply workpaper / calculations for GST returns filed for the year.

Yes	No
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- 10.
- Fringe benefit tax (FBT):**
- supply workpaper / calculations for FBT returns filed for the year.

Yes	No
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- 11.
- Wage records (ACE, MYOB payroll etc):**
- supply annual summary of gross wages and tax deductions for all employees from your payroll software or copies of IRD monthly deduction schedules for year (IR348).

Yes	No
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- 12.
- Holiday pay owing:**
- supply a list of holiday pay owing to employees at balance date. Also provide a list of any holiday pay or bonuses
- paid**
- to any employee within 63 days of balance date.

Yes	No
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13. **Interest and dividends received:** supply copies of all interest certificates and dividend statements for the year.

Yes	No
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14. **Capital expenditure:** supply copies of tax invoices for fixed assets purchased and/or sold. Property sale and purchases – please supply sale and purchase agreement and all other legal documents relating to any transactions. 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
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15. **Home Office Expenses**

If part of your home is set aside mainly for use as an office/workshop/storage area, please provide the following details:

Business area: \_\_\_\_\_m<sup>2</sup>

Total area: \_\_\_\_\_m<sup>2</sup>

Power & gas \$ \_\_\_\_\_

Insurance (building) \$ \_\_\_\_\_

Insurance (contents) \$ \_\_\_\_\_

Repairs & maintenance \$ \_\_\_\_\_

Rates \$ \_\_\_\_\_

Mortgage interest \$ \_\_\_\_\_

Rent \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

**Total** \$ \_\_\_\_\_

16. **Motor Vehicle**

The proportion of motor vehicle business use as established by your log book is:

**Vehicle description:**

\_\_\_\_\_

Business \_\_\_\_\_km  
 Total \_\_\_\_\_km

Percentage business: \_\_\_\_\_%

**Vehicle description:**

\_\_\_\_\_

Business \_\_\_\_\_km  
 Total \_\_\_\_\_km

Percentage business: \_\_\_\_\_%

- **Please note that a detailed and accurate log book must be completed for a three-month period every three years or vehicle expense claims will be limited to a maximum of 25% of expenses incurred.**
- **If you are operating as a company, please indicate which vehicles you are currently paying Fringe Benefit Tax for:**

\_\_\_\_\_

17. **Loan documents and tax invoices for the following:**

- Annual loan summary confirming interest and principal repayments made during the year
- Finance documents for any new loan/lease/hire purchase agreements
- Legal fees
- Solicitor’s settlement statement 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
Yes	No
Yes	No
Yes	No
Yes	No
Yes	No
Yes	No
Yes	No

18. **Contingent liabilities:** supply details of any matters which may lead to future liabilities which are uncertain at year end.

Yes	No
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19. **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
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20. **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?

Yes	No
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**21. 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
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Type of transaction <i>e.g. rental income</i>	Name of entity/person <i>ABC Limited</i>	At market value Yes/No <i>Yes</i>
_____	_____	_____
_____	_____	_____

**22. Stock on hand / work in progress**

Supply stock valuation report as at balance date. *If you estimate your stock to be less than \$10,000 at the end of your income year, you may have the option of not physically counting your stock. In these circumstances we will record your closing stock at the same value as your opening stock. Please indicate if you would like to use this option. (Note that if your annual turnover is more than \$1.3 million, you are not able to use this option).*

Yes	No
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Supply work in progress report including material cost, labour costs and overhead costs as at balance date.  
Do you receive deposits in advance?

Yes	No
Yes	No

**23. TRUSTS ONLY to complete**

**Gifting programme**

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

Yes	No
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**Major transactions**

Please provide a list of any major transactions that have occurred during the financial year that affect the trust.

Yes	No
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**Changes in trustees or beneficiaries**

Have there been any changes in trustees or beneficiaries during the year? If yes, please provide details.

Yes	No
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Is the settlor resident in NZ?

Yes	No
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**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
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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.

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