

---

## TAX INFORMATION CHECKLIST - 2010 FINANCIAL YEAR

---

We require your **2010 financial year documents** / files (as below) as soon as possible, **by 31st October at the latest**, to ensure we have time to process your returns before the due date. We have a high volume of returns to do throughout the year and wish to provide the best service possible.

*Please keep this checklist and remit it with your information when you have compiled it.*

Business / Partnership Name(s): \_\_\_\_\_

Individual Name(s): \_\_\_\_\_

Related Entities (Trusts etc): \_\_\_\_\_

Have your contact details changed in the last year?

(Please let us know any change in your address, landline / mobile numbers, or email address.)

All questions below relate to the **past financial year**, which is the period from **1st April 2009 to the 31st of March 2010**.

---

### INFORMATION REQUIRED FROM ALL CLIENTS

---

Yes / No / GA Has Did you have any **self-employed income** during the year that we may not already be aware of?  
If yes, please provide details such as copies of your invoices.

Yes / No / GA Has Did you **receive any interest** during the year?  
If yes, please provide Resident Withholding Tax Certificates for all interest-bearing accounts.  
(These certificates are issued at the end of the financial year, by all banks, investment funds, or other interest payers.)

Yes / No / GA Has Did you make any **donations or child care payments** during the year?  
If yes, please provide receipts or financial year end statements - we can claim a tax rebate for you.

Yes / No / GA Has Did you **receive any dividends** during the year? If yes, please provide statements.  
(A common dividend is the Auckland Energy Consumer Trust dividend, which is sometimes applied to your power bill.)

Yes / No / GA Has Did you enter into any **Hire Purchase** agreements, **Loan** agreements or **Mortgage** agreements during the year?  
If yes, please provide us with statements, these need to show a breakdown between interest and principal paid.

Yes / No / GA Has Did anyone owe you money at the end of the financial year? (These are referred to as **Debtors**)  
If yes, please provide details.

Yes / No / GA Has Did you owe anyone money at the end of the financial year? (These are referred to as **Creditors**)  
If yes, please provide details.

Yes / No / GA Has Did you sell, give away, dispose of or buy any **assets** during the year?  
If yes, please provide details including sale/purchase price and dates.  
(Assets must be business related, personal assets do not apply.)

**Overseas Income** - do you have bank accounts, investments, term deposits or hold shares in any country other than New Zealand? We may need details.

**Overseas Income 2** - do you receive any foreign superannuation, pension or medical / life insurance payments?

**Overseas Business Loss** - if you have made a loss from an overseas business, please let us know. We may need details.

**Overseas Trust** - do you have an interest in a foreign Trust? We may need details.

---

### ALL CLIENTS PLEASE NOTE THAT IN SUBMITTING THIS FORM, YOU CONFIRM THE FOLLOWING:

I have advised Gulf Accountants Limited of all my income both in New Zealand and overseas. The only expenses / inputs claimed relate to business. Gulf Accountants Limited have been advised of all my business bank accounts, including savings accounts. I have kept the required business records including tax invoices and receipts. I have passed the appropriate company or trust resolutions during the year (if applicable).

---

## TAX INFORMATION CHECKLIST - 2010 FINANCIAL YEAR

### INFORMATION REQUIRED IF APPLICABLE TO YOU

- If we don't already have them, we will need copies of all **bank statements** for the financial year relating to business transactions. These can be Business accounts, or personal accounts from which you have made business-related transactions. If you use a **cashbook** or **spreadsheet** system, please provide these and your closing (as at 31 March 2010) bank statements.
- If you use an accounting system such as **MYOB** or Quickbooks, please state what version & provide us with your 2010 file. If this file does not include any of the information above, please provide the extra physical records required as well.
- Home Office Allowance** - if you work from home, we need to know how much space you use for business. If you have moved house, we need to know as your calculations may change. If your situation is the same, just tick the box. Calculations are based on sq. metres of total house, and sq. metres used for business.  
 Sq. Metres of House: \_\_\_\_\_ Sq. Metres used for business (office, storage, etc): \_\_\_\_\_
- Mortgage Accounts** - we need statements or a year-end summary showing a breakdown of your total mortgage interest and principal paid during the year, and end balance of the account.
- GST Registered Entities** - if we do not handle your GST returns please provide us with copies of your returns and paperwork.
- Sale or Purchase of a Property** - if you bought or sold a **business-related property** during the financial year, we require copies of the Settlement Agreement from your Lawyer, the Sale and Purchase agreement (if applicable), and Deed of Title.
- Rental Income** - if your business is related to property rental and you use a property rental agent, we will need an end of year statement from your property agent showing income received and expenses paid during the year (maintenance, commission, etc.)
- Stock** - if you hold business stock, please provide us with the value of your stock on hand as at 31/03/10 (or your balance date). Stock value should be the actual cost value, GST exclusive.
- Trust Gifting** - if you have a Trust, did you do any gifting during the 2010 financial year? If so please provide copies of your gifting statements.
- 
- Family Assistance** - if you had children under the age of 18 in your care during the past financial year, you may be eligible for Family Assistance. If you have not previously claimed it, or you have a new baby, please give us the full names and IRD #s of your children and partner or ex partner (if shared custody) and let us know average hours worked per week by both you and your partner (if applicable) during the financial year.  
 Name, Date of Birth and IRD # - Child: \_\_\_\_\_  
 Name, Date of Birth and IRD # - Child: \_\_\_\_\_  
 Name, Date of Birth and IRD # - Child: \_\_\_\_\_  
 Name and IRD # - Partner: \_\_\_\_\_  
 Your average hours worked per week: \_\_\_\_\_ Partner's average hours worked per week: \_\_\_\_\_  
 Do you receive or pay child support? \_\_\_\_\_
- Family Assistance (Currently Claiming)** - If you are already claiming it, please let us know if any details have changed, particularly custody changes, partner changes, new births and changes to child support payments. Also let us know the average hours worked per week by both you and your partner (if applicable) during the financial year.  
 Change of Details - Child: \_\_\_\_\_  
 Change of Details - Partner: \_\_\_\_\_  
 Your average hours worked per week: \_\_\_\_\_ Partner's average hours worked per week: \_\_\_\_\_