

PERSONAL INFORMATION CHECKLIST
31st MARCH 2016 FINANCIAL YEAR END

Name: _____

Address: _____

IRD Number: _____

Mobile No: _____

Email Address: _____

Phone No: _____

This "Check List" is to assist you when supplying us with records and information to enable us to prepare your Personal Tax Return for the year ended 31st March 2016.

If you have no business income, and are able to provide all the relevant personal tax details on this form, you can save time by emailing or posting the completed form and all attachments to us.

Please attached separate lists if the spaces provided are not sufficient.

Signing this form gives us, Kendall Wakeman and our tax agent consulting firm Takapuna Tax Services Limited (refer to our Terms of Engagement) authority to act as your agent when dealing with Inland Revenue on all tax matters by various mediums including correspondence, telephone, fax, internet, as well as authority to contact your bank, solicitor, property manager, financial advisor and any other party to obtain information necessary to prepare your tax return.

Authorisation/Privacy Act Information

- 1) I/We authorise Takapuna Tax Services Limited and staff to obtain information on my/our behalf from Inland Revenue about all tax types (except child support NCP or CPR). This includes obtaining information they deem relevant through all Inland Revenue media and communication channels. I may revoke this authority at any time.
- 2) I/We authorise any person or company to provide Kendall Wakeman and/or Takapuna Tax Services Limited and staff with such information as they may require in order to complete the Financial Statements, and/or Tax Return, and any other work Kendall Wakeman carries out on behalf of myself/ourselves. I may revoke this authority at any time.
- 3) I/We further authorise Kendall Wakeman and staff to furnish to any third party, financial information of mine/ours as Kendall Wakeman sees appropriate that is requested in furtherance of our business activities.
- 4) I/We accept responsibility for the accuracy and completeness of the information supplied. Kendall Wakeman are not required to complete an audit, nor do I/we wish you to undertake a detailed review of my/our affairs in order for you to substantiate the accuracy of the information I/we have supplied you, and therefore you are not asked to provide any assurance on my/our financial statements. I/we acknowledge that your work cannot be relied upon to detect error and fraud and that the financial statements and/or tax return(s) will be prepared at my/our request and for my/our purposes only and that you will not be liable for any losses, claims or demands by any 3rd party.
- 5) I/We accept responsibility for all other records and information supplied to you other than those listed above. I/We accept responsibility if I/we fail to supply all relevant records and information to you and you may consider all balances as NIL where I/we do not supply this information.
- 6) If I/we do not return any associated income tax declarations within 30 business days of you sending them to me/us, you may assume that I/we have signed them. In this case, you have my/our express permission to file them with the Inland Revenue, without delay, and you may assume that the return is true and correct and represents my/our assessment for the related year as required under the Tax Administration Act 1994.
- 7) I have been advised of the basis that you charge your fees and that I/we have been provided with and read your Terms of Engagement. By signing this document, I/we agree to be bound by them. Should you not receive such a signed copy but I/we continue to instruct you, then I/we acknowledge that I/we have accepted the terms and conditions and your terms of business.



Signature.....Date

PERSONAL INCOME

1 Salary/Wages/Pensions/Working for Families/ACC Compensation

Please list all employers/payers for whom you worked for during the year or received payment with tax deducted at source from

Yes No N/A

Name of Employer (Inland Revenue will provide us with details on income)

2 Income from Schedular Payments/Self Employment

Did you receive income from self employment and/or schedular payments with withholding tax deducted (common for Real Estate agents, Labours, Tradesmen etc)

Yes No N/A

If yes, please complete our business checklist also.

3 Trust/Company/Partnership Income

Did you receive any income from a Partnership/Estate/Trust/Company that Takapuna Tax Services does not prepare the financials for?

Yes No N/A

If yes, please provide details including financial statements

4 Income from Rental Property

Did you receive rental income?

Yes No N/A

If yes, please complete our rental property checklist

5 Income from Overseas Pensions

Did you receive an overseas pension?

Yes No N/A

If yes, please provide full details of country of origin, overseas taxes paid, and net income received.

6 Managed Investments

Did you have funds personally invested with a Financial Advisor?

Yes No N/A

If yes, please provide Portfolio Report as at 31st March 2016

<p>7 Savings & Term Deposits Earning Interest</p> <p>Did you have funds on deposit with a bank/lending institution?</p> <p>If yes, please provide</p> <ul style="list-style-type: none"> - RWT certificates detailing total interest earned and RWT deducted - Balance of investments as at 31st March 2016 	<p>Yes No N/A</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>8 Share Investments</p> <p>Did you have investments in shares in listed companies managed personally?</p> <p>If yes, please provide</p> <ul style="list-style-type: none"> - Details of shares acquisitions and disposals during the year - Details of dividends received during the year including those share dividends that may have been reinvested - Share portfolio holding as at 31st March 2016 	<p>Yes No N/A</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>9 PIE (Portfolio Investment Entities)</p> <p>If yes, please provide</p> <ul style="list-style-type: none"> - Details of shares acquisitions and disposals during the year - Details of dividends received during the year - Share portfolio holding as at 31st March 2016 	<p>Yes No N/A</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>11 Overseas Investments</p> <p>Please provide full details of any interest in offshore entities, e.g. bank accounts, superannuation schemes, unit trusts, life insurance policies, shares in overseas companies, loans to foreign entities.</p> <p>Note, if the trust has offshore investments we will need to contact you in relation to applying the foreign investment fund (FIF) rules</p>	<p>Yes No N/A</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>12 Donation Rebates</p> <p>Did you make any donations during the year to any IRD approved charity?</p> <p>If yes, please provide all original receipts.</p>	<p>Yes No N/A</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>13 Income Protection Insurance</p> <p>Did you have any income protection insurance in place during the year</p> <p>If yes, please provide details of premiums paid during the year and who paid them.</p>	<p>Yes No N/A</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>14 Working for Families</p> <p>Are you eligible for Working for Families</p> <p>If yes, please request an IR215 Working for Families adjustment form</p> <p>Is your partner/spouse eligible and/or receives Working for Families?</p>	<p>Yes No N/A</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Yes No N/A</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>

15 Eligible for Independent Earner Tax Credit (IETC)?

Individuals are entitled to IETC for any months where all the following criteria is met for every day of that month:

- New Zealand tax resident
- Annual income between \$24,000 and \$48,000 (after expenses, before losses)
- You or your partner are **not** eligible to Working for Families tax credit
- You did not receive an income tested benefit, NZ Super, veteran’s pension or overseas equivalent

Dates excluded from receiving IETC Start ___/___/___ End ___/___/___

Number of full months entitled to IETC: _____

Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

16 Any other relevant information

Please provide any other information that you may feel relevant to assisting us in completing your Income Tax return.

Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTES