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CLIENT END OF YEAR PERSONAL TAX RETURN CHECKLIST AND QUESTIONNAIRE

## **For the period : 01 April 2020 to 31 March 2021**

## CLIENT NAME:

## The following information may be required to complete your tax return. If applicable, please tick the appropriate box and provide details or write details in the space provided.

## If we have done your accounts or you have already supplied information please ignore. Some things won't be relevant to you if this is obvious just put N/A.

income

 Who did you work for wages and salary with PAYE deducted?

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

1. **INTEREST** — Provide certiﬁcates from ﬁnancial institutions or other. Including term deposits not matured at balance date 31 March 2021

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1. **DIVIDENDS** — Provide dividend statements (which clearly indicate any deductions for withholding tax and/or imputation credits).

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1. **KIWISAVER** – If enrolled in KiwiSaver, please provide your annual statement from your provider which clearly shows your PIR %.

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1. **RENTS** — Please complete the Rental Checklist if applicable or provide details of any boarding or AirBnB income received.

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1. **INCOME FROM ESTATES/TRUSTS** — Provide details of any income (i.e. interest, dividends, rents, business income or other) and any tax paid by the estate/trust.

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1. **PARTNERSHIPS** — Advise your share of income or losses in all partnerships and provide details.

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1. **SHARE TRADING** — If you have been dealing in shares or you have purchased shares for the

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purpose of selling at a proﬁt, advise full details of such transactions.

1. **STUDENT LOAN** — Advise details of loan, repayments, etc.

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1. **PROPERTY PURCHASES / SALES** — Have you bought or sold any properties in the past 5 years?

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1. **Business /OTHER INCOME** — Provide full details.

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#  deductions

1. LOOK THROUGH COMPANY (LTC) — If you are a shareholder of an LTC

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other than from a company for whom we act, please provide details.

1. EXPENSES incurred for return preparation or costs associated with schedular payments.

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1. INCOME REPLACEMENT INSURANCE POLICIES — Provide details.

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1. INTEREST PAID ON MONEY BORROWED TO BUY SHARES – Provide details.



#  foreign transactions

If you are a New Zealand Tax Resident, do you have any of the following? If so please indicate and provide documentation

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* 1. Foreign Bank Accounts/Foreign credit cards

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* 1. Overseas borrowings



* 1. Offshore property



* 1. An Offshore Trust



* 1. Foreign Pension/Superannuation Schemes



* 1. Foreign Life Insurance Policies



If you have immigrated to New Zealand, since entering New Zealand have you ever brought funds in

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from a foreign life insurance or pension/superannuation scheme that has not already been declared to

the IRD? If so please detail such below and provide documentation in relation to such.

share or share options

Please provide details of all shares held and provide investment statements where applicable. For money invested in managed funds, please provide investment portfolio statements as received from your fund manager.

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donation rebates

These returns are processed separately. If you would like us to do this calculation for you please attach the appropriate receipts.

acceptance

**I accept responsibility for the accuracy and completeness of the information supplied above which is to be used in the preparation of my ﬁnancial statements. You are not to complete an audit, nor do I wish you to undertake a detailed review of my affairs. I understand that you are unable to provide any assurance on my ﬁnancial statements and that you accept no liability for the accuracy and completeness of the information supplied by me and that the ﬁnancial statements will be prepared at my request and for my purposes only and that you will not be liable for any losses, claims or demands by any third person.**

**I hereby authorise Rayner Wallen to act as agent for all tax information in relation to myself and obtain any information required from my bankers, solicitors, ﬁnance companies and other persons as required. These arrangements continue in effect from year to year unless we agree to change them.**

NAME OF CLIENT

SIGNED

DATE

bank details for IRD refunds

For any IRD refunds that may be issued, please provide your bank account details so that funds may be deposited directly into your account:

Account name

Account number