



## End of Year Checklist

Tax Year ending 31st March:

Financial Accounts & Tax Return Information

### Client Information

Main Contact Person - Full Name

Person 2 - Full Name

Main Contact - Address

Person 2 - Address

Main Contact - Phone Number

Person 2 - Phone Number

Main Contact - Email

Person 2 - Email

Main Contact - Bank Account (Name and Number) for IRD Refunds

Person 2 - Bank Account (Name and Number) for IRD Refunds

Company / Trust / Partnership Name

Company / Trust / Partnership Bank Account (Name and Number) for IRD Refunds

To help determine what information we need from you, please take time to work through this checklist. Not every section will be relevant to your situation but the next few questions will help you determine what sections you need to complete and what additional information we require from you.

This completed checklist, along with your supporting documents, can be uploaded to The Tax Lady portal or emailed to [admin@thetaxlady.co.nz](mailto:admin@thetaxlady.co.nz). Once this form **and** your supporting documents have been received, your job will be booked in ready for the team to start on.

#### Do you:

Pay Income Protection Premiums? Please provide your annual summary.

Want The Tax Lady to complete your donations claim? Please provide receipts.

Receive Working for Families Tax Credits (you or your partner).

Is there any information we need to know that might affect your tax position?

# Income Sources

**Do you receive any of the following sources of income? (If your only income is from these options (excluding if you are a Trust), after ticking those that apply, please proceed to the last page of this checklist 'Terms and Conditions of Trade'.)**

Interest

Dividends

Investment Portfolio Income - please provide portfolio reports.

Overseas Income (includes interest, dividends, pension, investments & employment) - please provide income details

Bitcoin or Crypto - please provide details

## **Do you receive any of the following sources of income?**

Rental Income - please complete section 9.

Self-Employed Income - see next question.

Partnership Income - see next question.

Shareholder Salary - see next question

Other:

## **Trusts - if you are a settlor, trustee or beneficiary of a trust, please select the following that apply:**

My Trust is income earning and The Tax Lady completes the Trust Tax Return - please ensure you have selected the income sources above that apply to the Trust. You will also need to complete our 'Additional Information Form' which can be found on our website.

I have received income from a Trust which The Tax Lady does not prepare a Tax Return for - please provide documentation detailing income allocated.

My Trust is not income earning.

## **Do you use accounting software?**

Xero - Proceed to section 1 of this checklist.  
Please also provide a copy of your business bank account showing the balance at 31st March & any loan statements.

MYOB - Proceed to section 1 of this checklist.  
Please also provide a copy of your business bank account showing the balance at 31st March & any loan statements.

Other:

No - see next question.

- Provide a copy of your softwares P&L and Balance Sheet, along with a copy of your bank statement at 31st March.

## **Company / Sole Traders / Partnerships, please select the following that apply:**

I am not GST registered - please complete section 1-8 of this checklist and provide us with your income and expenses (i.e. cashbook), business bank statements (PDF, QIF or CSV format) and loan statements if applicable.

I am GST registered and The Tax Lady completes my GST returns - please complete sections 2-8 and provide your March business bank statement showing the balance of the account and any loan statements if applicable.

I am GST registered and complete my own GST return - please complete section 1-8 of this checklist and provide us with your income and expenses (i.e. cashbook), GST workings, business bank statements (PDF, QIF or CSV format) and loan statements if applicable.

I am part of a company / Partnership that The Tax Lady does not do accounts for - if a shareholder salary or dividends are issued, please provide a copy of the Company Financial Accounts for this year, for Partnerships, please provide information on income.

## **Section 1 - General Questions**

Has the nature of your business changed significantly during the past 12 months, or is it expected to change in the next 12 months? If so, please provide details here.

## **Section 2 - Debtors / Creditors / Bad Debts**

Do you have any accounts receivable (people who owe money to you) at 31st March?

Yes - please provide invoices outstanding or a breakdown of what is owing to you.

No

Do you have any accounts payable (people who you owe money to) at 31st March?

Yes - please provide a breakdown including names, amounts and what it is for.

No

Were any bad debts written off in the financial year?

Yes - please supply details.

No.

## **Section 3 - Stock on Hand**

Do you have any stock on hand over the value of \$5,000? Stock should be valued at the lower of cost price excluding GST, sale price or replacement value (exclude any obsolete items).

Have you written off a substantial amount of stock that will affect your gross profit? You must have physically dumped any stock that you have not valued.

## **Section 4 - Work in Progress**

Do you have any work in progress as at 31st March? Work in Progress (your time & costs to be charged on, excluding GST) is work that you have substantially completed but have not yet invoiced.

## **Section 5 - Cash Income**

Has there been any cash sales not yet banked?

Yes - \$ Amount:

No.

## **Section 6 - Fixed Assets**

Did you sell, trade-in, and/or scrap assets during the financial year? If so, please provide details on the asset, date and sale cost (incl GST).

Did you purchase new assets during the financial year over \$1,000? Please specify business use percentage and if the item has been purchased second-hand. Please provide HP documents where appropriate.

## **Section 7 - Motor Vehicle Expense**

Please note that a detailed and accurate logbook must be completed for a three-month period every three years or when usage has significantly changed.

Does either of these situations apply to you?

I have a company owned vehicle that I use personally.

I have a personally owned vehicle that is used in business.

If a logbook has been kept, total kms traveled:

and; total kms traveled for business:

### **Vehicle Details:**

**Vehicle #1**

**Vehicle #2**

**Rego:**

**Fuel Type:**

**Make / Model**

## **Section 8 - Home Office**

If part of your home is set aside principally for use as an office/workshop/storage area.

Total floor area of house (m2):

Total floor area used for business (m2):

### **Home Office Expenses (\$ Amount):**

Body Corporate Fees:

Insurance:

Mortgage Interest:

Power & Gas:

Rates (incl Water Rates):

Repairs & Maintenance (please provide details):

Rent (if property not owned):

Internet:

## **Section 9 - Rental Properties**

If you do not have a rental property, you can skip section 9.

Please select the scenario that applies to you. If you have multiple properties with different ownerships, please identify in the text box below which property is owned by who.

Rental property is in my/our personal name(s).

Rental property is in a Partnership.

Rental property is owned by a company - please provide a copy of the business bank statements & loans.

Rental property is owned by a Trust - please provide a copy of the Trust bank statements & loans.

Please confirm the address of your rental properties. If rented less than 12 months, used for short-stay accommodation (i.e. AirBnB, or you have a flat mate/boarder situation please specify this here.

Please indicate below what items you will be providing us with to complete your return this year:

Advertising Costs

Bank Statements (used for the sole purpose of the rental property) - please provide in CSV, QIF or PDF format

Body Corporate Costs

Chattels Valuation

Insurance

Mortgage Statements or Annual Loan Statements (PDF format)

Motor Vehicle Mileage - note a breakdown will be required

Property Managers Report

Rates

Repairs & Maintenance

Short-Stay Provider Statement (i.e. AirBnB Statement)

Solicitors Settlement Statement

Water Charges

Other:

### **Terms & Conditions of Trade**

#### **Payment**

Unless otherwise agreed, payment of invoices shall be made to The Tax Lady within 21 days of an invoice being issued.

- Interest at 1.5% per month may be charged on overdue accounts.
- Any expenses, costs or disbursements incurred by The Tax Lady in recovering any outstanding money including debt collection agency fees or solicitor's costs shall be paid by the customer.

#### **Privacy**

The customer authorises The Tax Lady to collect, retain and use personal information about the customer (including information collected in this document) for the following purposes only:

- Assessing the customer's creditworthiness
- Disclosing to a third party details of this application and any subsequent dealings it may have with The Tax Lady for the purpose of recovering amounts payable by the customer.
- Providing credit references

By signing here you agree to these terms and conditions of trade.

*Signature - Main Contact Person*

*Signature - Person 2*

*Date*

*Date*