

**MCISAACS 2026 PERSONAL CHECKLIST**  
For Income Tax Returns for Individuals



Year End:

Client Name:

**Please note the following:**

- 1 - Please complete a separate checklist for each person.
- 2 - Information required is for the year from 1 April 2025 to 31 March 2026
- 3 - Please work through the summary checklist below. If you answer 'yes' to any of the questions on page 1 then please refer to the relevant main checklist sections on the additional pages as cross referenced and complete the information required.
- 4 - If you don't answer 'yes' then you do not need to complete that section in the main checklist.

**SUMMARY CHECKLIST**

	No	Yes	If 'Yes' complete
<b>1. Did you receive any of the following types of income?</b> - Salary, Wages or Accident Compensation payments - A benefit of any sort, NZ Superannuation or Family Support - Withholding Payments (if you work as a Contractor)	<input type="checkbox"/>	<input type="checkbox"/>	A1
<b>2. Did you receive any interest or dividends from banks, public companies or any other party?</b>	<input type="checkbox"/>	<input type="checkbox"/>	A2
<b>3. Are you a shareholder or director of a company that Mclssaacs does not act for (excluding shareholdings in publicly listed companies)?</b>	<input type="checkbox"/>	<input type="checkbox"/>	A3
<b>4. Do you have a Student Loan?</b>	<input type="checkbox"/>	<input type="checkbox"/>	A4
<b>5. Did you receive any income from an Estate, Trust, Partnership or Business that Mclsaacs does not act for?</b>	<input type="checkbox"/>	<input type="checkbox"/>	A5
<b>6. Did you receive any income from overseas? (applicable to NZ tax residents only)</b> (excluding interest or dividends included above)	<input type="checkbox"/>	<input type="checkbox"/>	A6
<b>7. Did you receive any of the following types of income ?</b> - Income from the sale of real estate (apart from your personal residence)? - Income from any pension, annuity or superannuation scheme? - Any other taxable income, eg self employed income or royalties?	<input type="checkbox"/>	<input type="checkbox"/>	A7
<b>8. Did you incur any expenses relating to earning your personal income?</b> 1) Interest on money borrowed for business, investment or rental property purchase 2) Premiums on income protection insurance	<input type="checkbox"/>	<input type="checkbox"/>	A8
<b>9. Did you make any donations during the year?</b>	<input type="checkbox"/>	<input type="checkbox"/>	A9
<b>10. Do you have any dependent children under the age of 18?</b> You may be entitled to Working for Families Tax Credits. If you provide us with the details we can check your entitlement.	<input type="checkbox"/>	<input type="checkbox"/>	A10
<b>11. IN ALL CASES, PLEASE COMPLETE SECTION A11</b>	<input type="text" value="Yes"/>		A11
<b>12. IN ALL CASES, PLEASE SIGN THE DECLARATION AT A13</b>	<input type="text" value="Yes"/>		A13

**ANY QUERIES? PLEASE CONTACT US FOR ASSISTANCE**

## Main Checklist

### A1. CONTRACTOR WITHHOLDING TAX DEDUCTIONS

Please attach a copy of any withholding tax certificate supplied by your employer/principal:

Enclosed	N/A

Do you have any expenses to claim against withholding payments?

- Vehicle, travel, entertainment, business expenses

Enclosed	N/A

Expense details - Please attach separate sheet:

### A2. INTEREST AND DIVIDENDS

Please provide the following records:

- A copy of all interest certificates with RWT paid
- A copy of all dividend statements received

Enclosed	N/A

### A3. SHAREHOLDINGS, LTC LOSS & DIRECTORSHIPS

Please provide the following records, including totals of all income received or losses attributed for the financial year for any LTC not included in work to be completed by Mclsaacs:

(LTC = Look Through Company)

Name of Company	Non PAYE Remuneration	Share of LAQC Losses	Directors Fee

Please continue on separate sheet if necessary

### A4 STUDENT LOAN

If you have a student loan and made any voluntary repayments of your student loan please provide details:

Amount of voluntary payments made

### A5 ESTATE, TRUST, PARTNERSHIP OR SOLE TRADER BUSINESS INCOME

Please provide the following details for the financial year for any of the above not handled by Mclsaacs:

Name & Type of Entity	IRD Number	Amount	Tax Credits

Please continue on separate sheet if necessary

### A6 OVERSEAS INCOME (if you are a non resident, you do not need to provide us with any records)

Please provide the following records, including totals of all income received and tax credits for the financial year:

Name of Entity	Currency	Amount	Tax Credits

Please continue on separate sheet if necessary

### A7 OTHER INCOME

Please provide full details of any other income you have received during the year and attach any related documents

Description of Income	Payer	Amount

Please continue on separate sheet if necessary

**A8 EXPENSES THAT ARE TAX DEDUCTIBLE AGAINST PERSONAL INCOME**

Please provide details below: (examples include funds borrowed to invest in an income producing asset)  
 Also premiums on income protection insurance (Companies, trusts and partnerships should refer to sections A4 or A5)

Description of Expenses	Amount	Remarks

Please continue on separate sheet if necessary

**A9 DONATIONS**

Applies to individuals only, not companies, trusts or partnerships

**Do you require us to complete your rebate claim form?**

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

- If yes please attach all your Donation receipts to this questionnaire. You must have a receipt in order to claim a rebate

**A10 WORKING FOR FAMILIES TAX CREDITS (WFFTC)**

To enable us to check your entitlement for WFFTC please complete the following details of your children:

Name of Child	D O B	IRD No	Still at School

Note: Children in Foster Care are also eligible

**Please provide the following information to allow us to calculate your entitlement:**

Spouse's Name:	<input type="text"/>	Spouse's D.O.B.	<input type="text"/>
Spouse's IRD Number:	<input type="text"/>	Your hours worked each week (Average)	<input type="text"/>
Spouse's Taxable Income:	<input type="text"/>	Your spouse's hours worked each week	<input type="text"/>

**A11 GENERAL**

- Have you declared all your income? If you are not sure if money received by you is taxable income please contact us.
- Do you have an entitlement to benefits from any foreign company, unit trust, superannuation scheme or life insurance policy? If so, please provide details as additional disclosures may be required
- Were you a non-resident at any time during the tax year? Yes \ No
- Did you migrate to New Zealand in the last 4 years, or did you return to New Zealand in the last 4 years after having been overseas for at least 10 years prior to that? Yes \ No
- If there are any other matters, not included above which you feel might be relevant in determining your tax position, please note them here: (Please continue on a separate sheet if necessary.) Yes \ No
- Have you purchased and sold any residential property that was not your main residence since 29th March 2018? Yes \ No
- Do you have a property such as a holiday home, that is used for private use and also to derive income? Yes \ No  
**If yes, please complete our separate Mixed Use Asset Checklist**
- Did you receive any rental income? Yes \ No  
**If yes, please complete our separate Rental Checklist**

**A12 TAX REFUNDS**

If you are due a tax refund, IRD prefer to direct credit this to your bank account  
 Please provide details of the bank account number you would prefer any tax refund to be direct credited to.

Bank	Branch	Account number	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If you are due a tax refund, please indicate how you would like it to be treated:

- Refunded in full to yourself
- Credited to another Tax Payers Income Tax Account

Tick
<input type="checkbox"/>
<input type="checkbox"/>

In which case please provide details. Name: \_\_\_\_\_

IRD No: \_\_\_\_\_

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**A13 DECLARATION (PLEASE READ AND SIGN)**

**Professional Engagement Procedures**

1. We carry out the compilation of your income tax returns from the information supplied by you and therefore we rely on you to provide us with accurate information.
2. It is your responsibility to pay all taxes by due date so as not to incur penalties. We will forward to you advance notice of when tax payments are due along with pay in slips.
3. In completing and signing this Checklist you are accepting Mclsaaacs terms of trade and in particular the payment of our fees.

Your signature below confirms the following:

I accept responsibility for the completeness of all records and information supplied to Mclsaaacs for the purpose of them preparing my Income Tax Return.

Where information cannot be located by me I hereby authorise Mclsaaacs to obtain from third parties including IRD any records or information that they require to prepare my Income Tax Return and accordingly these third parties are authorised to provide to Mclsaaacs this information.

I acknowledge that additional accounting costs may be incurred for collecting such missing information where this ordinarily should have been included with this checklist.

If information is not supplied I acknowledge that this may delay the completion of my Income Tax Return.

Please refer to Mclsaaac's Letter of Engagement which sets out terms and conditions for provision of services and payment of fees incurred.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Your time and effort in completing this Checklist is greatly appreciated by Mclsaaacs**

**ANY QUERIES? PLEASE CONTACT US FOR ASSISTANCE**