Personal Income End of Year Checklist – 31 March 2024

Ensure this checklist is completed and included with your records

Client Name		Phone:	
Balance Date	31 March 2024	Fax:	
		Email:	

To: Walthall Ward Limited

Client Acceptance

I/We understand that you will rely upon the information provided by me/us to prepare our financial statements, and I/we accept responsibility for the accuracy and completeness of the information provided. You are not instructed to undertake a detailed review of my/our affairs or a statutory audit. I/We understand that you are not able to provide any assurance on my/our financial statements and that you accept no liability for the accuracy and completeness of the information supplied by me/us.

I/We understand that the Financial Statements and Taxation Returns are prepared at my/our request and for my/our own use. You will not accept any responsibility to any person, other than me/us, for the contents of the Financial Statements and tax returns.

All other terms and conditions of this engagement are the same as those referred to in the original Engagement Letter I/we signed when I/we became a client.

You are hereby authorised to communicate with my/our bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to complete the above assignments. I/we authorise you to obtain information from Inland Revenue about all tax types except child support (NCP or CPR) in order to complete the above assignments. This includes obtaining information through all Inland Revenue media and communication channel.

You are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us however you are authorised to sign any other taxation return on behalf of myself/ourselves or any of my/our associated entities.

Signature ______________________ Date ______________

Convenient time to call you is:	
Alternative phone numbers are:	
When do you want your accounts completed by?	
Would you like us to supply a copy to your bank?	Yes ☐ No ☐ (Tick One)
If your accounts are to be supplied to your bank, please advise the name of your current bank manager:	

Has the nature of your business changed in any way during the past 12 months?

If yes, please provide brief details:

Residency	
Are you a new or returning NZ Resident? Please provide us with your departure/arrival details from/to NZ Have you left NZ permanently or for an extended period? Please provide us with your departure details from NZ.	
How would you like any tax refund to be paid?	
Direct credit to nominated bank account as follows: Name of account Account number Transfer to offset other tax or future tax payable (please specify tax type and tax year) Transfer to other related party (please advise name and IRD number of other party)	
Purchase and Sale of Property	
Have you purchased a property (other than your home) after 29 March 2018 and sold it within a 5 year period? Was this property a new build that received a Code of Compliance after 27 March 2020? Have you purchased a property (other than your home) after 27 March 2021 and sold it within a 5 year period (for qualifying new builds) or within 10 years for all other properties? Please provide details of the property sale.	

New Zealand Income

Employment Income

Income with PAYE/Withholding Tax deducted $

Redundancy payment received $

(please attach letter from Employer)

Interest Received

Please provide Resident Withholding Tax Certificates $

Dividends Received

Please provide dividend statements $

(including power company dividend)

Portfolio Investment Entity (PIE) Income

Please provide PIE statements $

Trust/Estate Income

Please provide trust/estate name and details for any entity for which we do not prepare the accounts and tax returns. $

Cryptoassets

Please provide details of any cryptoassets traded or received during the year, including date, type of transaction, number of units, value in NZD

Rental Income

Please complete separate Rental Properties Checklist

Partnership/Business Income

Please complete separate Business Checklist

Shareholder Salary/LTC losses

Please advise name of companies and provide copy of financial statements for any entity for which we do not prepare the accounts and tax returns.

Are you entitled to participate in any employee share options or similar incentive schemes?

Please provide details $

Overseas Income

Overseas Interest, Dividends, Pension Payments, Salary/Consultancy Fees, Investments, Bank Accounts, Life Insurance Policies

Please provide details, including interest certificates and dividend statements, premiums paid, and attach all Investment advisers reports

Overseas Rental Income

Please complete separate Rental Properties Checklist

Overseas Superannuation

Have you at any point in your lifetime contributed to a foreign superannuation scheme?

Expenses

Income protection and disability policies

Please provide details of premiums and claims

(Note – agreed value policies are not deductible) $

Management Fees on Share Portfolio

Please provide invoices $

Tax Rebates/Family Assistance

Charitable Donations/School Fees

Please provide original receipts $

Family Assistance

Please complete separate Working for Families Checklist

Other Information

Do you have a Student Loan?

Please provide details of any voluntary payments $

If you received Working for Families Tax Credits, please also complete the Working For Families Tax Credits Checklist

Thank you for completing this checklist - don't forget to sign it

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