

# ACCOUNTANTS PLUS LIMITED

## END OF YEAR CHECKLIST: INDIVIDUAL FINANCIAL STATEMENTS

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### Information required for completion of Personal Tax Returns For year ended 31 March 2011

Client Name:

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Mailing Address:

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Contact Phone No:

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#### A: SALARY / WAGES / SUPERANNUATION BENEFITS

Please provide us with the names of any organisations you have received the following from:

	Please √
▪ Salary or Wages	
▪ ACC Payments	
▪ National Superannuation	
▪ Any Other Benefits	

In most of these cases Inland Revenue would have sent us these details directly, however we do need to check that all details have been included.

#### B: INTEREST AND DIVIDENDS

Please provide the following slips:

	Please √
▪ For interest received, you should have an annual advice notice showing the gross amount paid and the withholding tax deducted.	
▪ If any dividends are taken as bonus shares, also include these advice slips.	
▪ Include any overseas interest, dividends, salary and wages received and taxation paid.	

Note: New Zealand residents are liable for tax on their worldwide income.

**C: ANY OTHER INCOME**

Have you received any other income such as:

	Please √
▪ Trading in your own name, Partnership, Trust, Estate or Company.	
▪ Income Replacement Insurance Policy – please provide details of premiums and claims. NB: premiums may be able to be claimed as an expense.	
▪ Loss Attributing Qualifying Company – if you have been allocated a share of Loss other than from a Company that we are not aware of, please provide details.	

**D: DONATIONS/HOUSEKEEPING/CHILDCARE TAX REBATES**

	Please √
▪ Have you any rebates to claim for: Donations, Housekeeping or Childcare. If so please provide details and invoices.	

**E: FAMILY ASSISTANT AND PARENTAL TAX CREDIT**

Please supply the full names and birth dates of all children. Note the following:

	Please √
▪ If you had a child born within the current financial year you may be a legible for the parental Tax Credit. Please provide these details in the table below, and include a copy of the child's birth certificate or their IRD number.	
▪ Where a child has become financially independent during the current financial year, please advise the date they left school or home. Please provide these details in the table below.	
▪ If you received Family Assistance during the year, please supply the certificate issued to you by IRD, detailing the amounts.	
▪ Please provide details of any child support or maintenance payments made or received during the current financial year.	

Child's Name	IRD #	Date of Birth	Date Left School

**F: I CERTIFY THAT THE INFORMATION SUPPLIED IS CORRECT.**

Client's Name:

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Client's Signature:

\_\_\_\_\_

Date:

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Thank you for providing the required information.  
Please don't forget to sign it!