

# Information Checklist and Questionnaire - 2024 Tax Year

**EDENPALMERPREWETT**  
BUSINESS SPECIALISTS & ACCOUNTANTS

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Client:		YEAR:
Email:		<b>2024</b>
Phone:		

## A. BUSINESS INFORMATION

- |  |   |     |    |     |
|--|---|-----|----|-----|
| <b>1 Information Provided</b><br>Reconciled cash book or access to software  | <table border="1" style="display: inline-table;"> <tr> <td style="width: 33%;">Yes</td> <td style="width: 33%;">No</td> <td style="width: 33%;">N/A</td> </tr> </table> | Yes | No | N/A |
| Yes  | No  | N/A |    |     |
| <b>2 Investment Information</b> (with interest/dividend certificates)<br>Please provide investment portfolio report.                                   | <table border="1" style="display: inline-table;"> <tr> <td style="width: 33%;">Yes</td> <td style="width: 33%;">No</td> <td style="width: 33%;">N/A</td> </tr> </table> | Yes | No | N/A |
| Yes  | No  | N/A |    |     |
| <b>3 COVID – did you receive any COVID support payments?</b><br>Please provide details of any resurgence support payments and wage subsidies received. | <table border="1" style="display: inline-table;"> <tr> <td style="width: 33%;">Yes</td> <td style="width: 33%;">No</td> <td style="width: 33%;">N/A</td> </tr> </table> | Yes | No | N/A |
| Yes  | No  | N/A |    |     |
| <b>4 GST Returns and Workpapers (if not in software)</b>   | <table border="1" style="display: inline-table;"> <tr> <td style="width: 33%;">Yes</td> <td style="width: 33%;">No</td> <td style="width: 33%;">N/A</td> </tr> </table> | Yes | No | N/A |
| Yes  | No  | N/A |    |     |
| <b>5 Fringe Benefit Tax Returns and Workpapers</b>   | <table border="1" style="display: inline-table;"> <tr> <td style="width: 33%;">Yes</td> <td style="width: 33%;">No</td> <td style="width: 33%;">N/A</td> </tr> </table> | Yes | No | N/A |
| Yes  | No  | N/A |    |     |
| <b>6 Payday filing reconciliations</b>   | <table border="1" style="display: inline-table;"> <tr> <td style="width: 33%;">Yes</td> <td style="width: 33%;">No</td> <td style="width: 33%;">N/A</td> </tr> </table> | Yes | No | N/A |
| Yes  | No  | N/A |    |     |
| <b>7 Stock On Hand @ 31 March</b> (GST Exclusive)  | \$ _____  |     |    |     |
| <b>Work In Progress @ 31 March</b> (GST Exclusive)   | \$ _____  |     |    |     |
| <b>8 Accounts Receivable/Trade Debtors</b> (GST Inclusive) – if not in software  | \$ _____  |     |    |     |
| <b>Bad Debts @ 31 March</b> (GST Inclusive)<br>(identified and written off in ledgers before 31 March year-end)  | \$ _____  |     |    |     |
| <b>9 Accounts Payable/Trade Creditors</b> (GST Inclusive) – if not in software<br>Please provide an itemised breakdown.                                | \$ _____  |     |    |     |
| <b>10 Cash On Hand @ 31 March</b><br>Please provide copy of bank statement showing balance as at 31 <sup>st</sup> March                                | \$ _____  |     |    |     |
| <b>11 Cash income not banked</b>   | \$ _____  |     |    |     |
| <b>Cash Expenses Paid</b><br>Please summarise:   | \$ _____  |     |    |     |

<b>12 Fixed Assets Purchased or Sold during the year</b>	Yes	No	N/A
Please provide an itemised breakdown and invoice copies, plus a settlement statement for property purchased or sold.			
<b>13 Changes in Liabilities/Loans</b>	Yes	No	N/A
Please provide an itemised breakdown. Please provide loan summaries showing closing balance as at balance date.			
<b>14 New Hire Purchase or Lease Agreements</b>	Yes	No	N/A
Please provide an itemised breakdown and finance or lease agreement.			
<b>15 Business Expenses Paid from Personal Funds</b>	Yes	No	N/A
Please provide an itemised breakdown.			
<b>16 Home Office/Workshop Expenses</b>			
Interest on mortgage	\$ _____		
Rates and/or Rent	\$ _____		
Power, Repairs, Insurance, Other (specify details...)	\$ _____		
Area of home (m2)	mtrs _____		
Area of workshop/office (m2)	mtrs _____		
<b>17 Private Use of Business Assets</b>			
Power	% _____		
Telephone	% _____		
Goods for own use	% _____		
Other	% _____		
<b>18 Business Motor Vehicles</b>			
<i>If log book used:-</i>			
Business Use Percentage Vehicle	% _____		
(please provide log book - must be updated every 3 years).			
<u>Companies</u>			
Number of Days of Business Use Vehicle	Days _____		
(or Number of Days available for private use)	Days _____		
MV odometer reading at the start of the tax year	_____		
MV odometer reading at the end of the tax year	_____		
<b>19 Legal Transactions</b>	Yes	No	N/A
Please provide invoices.			
<b>20 Entertainment Expenses</b>	Yes	No	N/A
Please provide details.			

<b>B.</b>	<b>PERSONAL INFORMATION</b>
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- |          |   |     |    |     |
|----------|---|-----|----|-----|
| <b>1</b> | <b>Income</b><br>Working for families<br>(please provide names and IRD's for all children living at home including newborns)  | Yes | No | N/A |
| <b>2</b> | <b>Other Income</b><br>Rental income, partnerships, trusts, overseas income, other<br><br>Overseas Investments and / or Loans - please check <a href="#">this list</a> to ensure you have nothing overseas that should be included in your NZ Tax Return.<br><i>(Please provide statements for the year showing transactions and balance)</i> | Yes | No | N/A |
| <b>3</b> | <b>Interest and Dividend Certificates/Dividend Portfolio</b><br>Please provide certificates and investment portfolio report.  | Yes | No | N/A |
| <b>4</b> | <b>Donations</b> (attach receipts)  | Yes | No | N/A |

<b>C.</b>	<b>RENTAL PROPERTIES</b>
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- |          |   |     |    |     |
|----------|---|-----|----|-----|
| <b>1</b> | Sale & Purchase Agreement, Valuation and Solicitors' Settlement Statements<br>Rental income records<br>Rent expenses (Interest, Rates, Insurance, Maintenance, Management, etc ...) | Yes | No | N/A |
|          | Holiday Home Schedule of use: Private Use Days + Public Rent Days   | Yes | No | N/A |
|          | Interest breakdown for the year April – Sept / Oct – March  | Yes | No | N/A |

*If you would like a full rental checklist, please click [here](#).*

<b>D.</b>	<b>TRUSTS (additional information may be required)</b>
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- |          |  |     |    |     |
|----------|--|-----|----|-----|
| <b>1</b> | Details of any transactions with the trust for the year.<br>(including gifting, settlements / related party transactions etc...) | Yes | No | N/A |
|----------|--|-----|----|-----|

<b>E.</b>	<b>OTHER RELEVANT INFORMATION</b>
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- |          |  |            |           |            |
|----------|--|------------|-----------|------------|
| <b>1</b> | Do you have any pension details in NZ or overseas we should consider?<br>Do you have any <u>overseas investments</u> ? Check list <a href="#">here</a> .<br>Have you bought or sold a property during the year?<br><b>Do you hold any digital assets (eg: crypto, nft etc)?</b><br><i>Please provide any other income details.</i> | Yes        | No        | N/A        |
|          |  | Yes        | No        | N/A        |
|          |  | Yes        | No        | N/A        |
|          |  | <b>Yes</b> | <b>No</b> | <b>N/A</b> |

**Please sign that you have provided all necessary details required to be able to complete a full tax return to the IRD.**

Signed by the client:
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