

Information Checklist and Questionnaire - 2022 Tax Year

EDENPALMERPREWETT
BUSINESS SPECIALISTS & ACCOUNTANTS

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Client:		YEAR:
Email:		2022
Phone:		

A. BUSINESS INFORMATION

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

12 Fixed Assets Purchased or Sold during the year	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Yes</td> <td style="padding: 2px;">No</td> <td style="padding: 2px;">N/A</td> </tr> </table>	Yes	No	N/A
Yes	No	N/A		
Please provide an itemised breakdown and invoice copies, plus a settlement statement for property purchased or sold.				
13 Changes in Liabilities/Loans	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Yes</td> <td style="padding: 2px;">No</td> <td style="padding: 2px;">N/A</td> </tr> </table>	Yes	No	N/A
Yes	No	N/A		
Please provide an itemised breakdown. Please provide loan summaries showing closing balance as at balance date.				
14 New Hire Purchase or Lease Agreements	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Yes</td> <td style="padding: 2px;">No</td> <td style="padding: 2px;">N/A</td> </tr> </table>	Yes	No	N/A
Yes	No	N/A		
Please provide an itemised breakdown and finance or lease agreement.				
15 Business Expenses Paid from Personal Funds	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Yes</td> <td style="padding: 2px;">No</td> <td style="padding: 2px;">N/A</td> </tr> </table>	Yes	No	N/A
Yes	No	N/A		
Please provide an itemised breakdown.				
16 Home Office/Workshop Expenses				
Interest on mortgage	\$ _____			
Rates and/or Rent	\$ _____			
Power, Repairs, Insurance, Other (specify details...)	\$ _____			
Area of home (m2)	mtrs _____			
Area of workshop/office (m2)	mtrs _____			
17 Private Use of Business Assets				
Power	% _____			
Telephone	% _____			
Goods for own use	% _____			
Other	% _____			
18 Business Motor Vehicles				
<i>If log book used:-</i>				
Business Use Percentage Vehicle	% _____			
(please provide log book - must be updated every 3 years).				
<i>Companies</i>				
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	_____			
19 Legal Transactions	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Yes</td> <td style="padding: 2px;">No</td> <td style="padding: 2px;">N/A</td> </tr> </table>	Yes	No	N/A
Yes	No	N/A		
Please provide invoices.				
20 Entertainment Expenses	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Yes</td> <td style="padding: 2px;">No</td> <td style="padding: 2px;">N/A</td> </tr> </table>	Yes	No	N/A
Yes	No	N/A		
Please provide details.				

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

C.	RENTAL PROPERTIES
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|----------|--|-----|----|-----|
| 1 | Sale & Purchase Agreement, Valuation and Solicitors' Settlement Statements | Yes | No | N/A |
| | Rental income records | Yes | No | N/A |
| | 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 |

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

E.	OTHER RELEVANT INFORMATION
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|----------|---|-----|----|-----|
| 1 | Do you have any pension details in NZ or overseas we should consider? | Yes | No | N/A |
| | Do you have any <u>overseas investments</u> ? Check list here . | Yes | No | N/A |
| | Have you bought or sold a property during the year? | Yes | No | N/A |
| | <i>Please provide any other income details.</i> | | | |

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

<i>Signed by the client:</i>
