

Individual Income Tax Return Checklist

Blackmore, Virtue & Owens (BVO) is authorised to compile an individual income tax return for the following based on the information provided.

Year Ended _____

Name			
IRD Number			
Email		Mobile	
Business Phone		Home Phone	
Home Address			
Postal Address			

Acknowledgement of Responsibility

It is acknowledged that the income tax return to be compiled will be based on the information supplied and that the accuracy of the information and ultimately the accuracy of the return is the taxpayer's responsibility. This responsibility is imposed by the Income Tax Act 2007 and cannot be delegated to BVO. Accordingly, the client must be satisfied as to the completeness and accuracy of the income tax return before signing the declaration thereon.

It is further acknowledged that where there are alternative courses of action BVO can only advise on those alternatives and that the decision taken is the client's. BVO does not and cannot warrant the outcome of any tax or commercial position suggested or taken.

Privacy Act

BVO is authorised to obtain any additional information required to compile this tax return and all third parties, including solicitors, advisers, bankers, and other financial institutions, are hereby authorised to provide any such information requested by BVO.

Note

New Zealand residents are obliged to return their income from New Zealand and overseas sources. Non-residents are required to return only their New Zealand sourced income.

Your Chartered Accountants and Business Advisors

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AR Owens Limited
DM Virtue Limited



INDEPENDENT MEMBER

ASSOCIATE

Steven Khoo BCom, CA

INDIVIDUAL NON-BUSINESS TAX RETURN CHECKLIST – 31 MARCH

Instructions

Use the right-hand columns to note whether or not each item is relevant, and if so attach or email the necessary information with this form. Please ask if you require clarification on any points.

1. New Zealand Income	Yes	No
a) Did you earn income from salary/wages or schedular payments?	<input type="checkbox"/>	<input type="checkbox"/>
b) If yes to the above, was this full-time employment (20 hours per week or more)? How many weeks were you in full-time employment? <i>Please advise BVO.</i>	<input type="checkbox"/>	<input type="checkbox"/>
c) Did you earn self-employment income during the year? <i>If yes, please complete BVO Business Financial Statements Checklist</i>	<input type="checkbox"/>	<input type="checkbox"/>
d) Did you earn contracting income during the year?	<input type="checkbox"/>	<input type="checkbox"/>
e) Did you earn New Zealand interest income? <i>Please attach tax certificates from the bank / borrower that confirms the interest earned and any resident withholding tax deducted. Include joint investments.</i>	<input type="checkbox"/>	<input type="checkbox"/>
f) Did you earn New Zealand dividend income or bonus share issues? <i>Please attach shareholder dividend statements for each dividend. Include joint investments and dividends from your electricity supplier.</i>	<input type="checkbox"/>	<input type="checkbox"/>
g) Did you at any time during the year have an investment in a PIE? <i>Please provide details.</i>	<input type="checkbox"/>	<input type="checkbox"/>
h) Did you at any time during the year have an investment in a managed fund or through an investment broker? <i>Please provide all investment reports.</i>	<input type="checkbox"/>	<input type="checkbox"/>
i) Did you receive any trust or estate distributions during the year? <i>Please give details (trust / estate name, amount, and date) and copy of financials.</i>	<input type="checkbox"/>	<input type="checkbox"/>
j) Did you have a rental property? <i>Please complete question six below.</i>	<input type="checkbox"/>	<input type="checkbox"/>
k) Did you have any income / loss from a partnership? <i>Please provide details.</i>	<input type="checkbox"/>	<input type="checkbox"/>
l) Were you allocated any income/expenditure from a Look Through Company ("LTC")? <i>Please provide details.</i>	<input type="checkbox"/>	<input type="checkbox"/>
m) Were you allocated a shareholder-employee salary? <i>Please provide details.</i>	<input type="checkbox"/>	<input type="checkbox"/>
n) Did you receive any other income during the year? (e.g., taxable property sales or share sale gains if you deal in shares)? <i>If unsure, please ask your BVO advisor.</i>	<input type="checkbox"/>	<input type="checkbox"/>
2. Tax Credits and Entitlements	Yes	No
a) Did you make any charitable or school donations of \$5 or more that you want us to claim on your behalf? <i>Please attach receipts.</i>	<input type="checkbox"/>	<input type="checkbox"/>

INDIVIDUAL NON-BUSINESS TAX RETURN CHECKLIST – 31 MARCH

b) Did you have children in your care during the year?
Please advise any changes of custody / if any children have left school.

c) Did your marital status change during the year?
Please advise the nature and date of change.

d) Did you pay or receive any Child Support during the year?
Please provide details.

e) Did you receive any form of Working for Families support?

3. Overseas Income

Yes No

a) At any time during the year, did you:

- Own any shares in overseas companies or unit trusts?

- Have any interest in an overseas pension or superannuation scheme?

- Have any interest in an annuity or overseas life insurance policy?
Please provide details, including the market value of these investments as at balance date.

b) Do you have any foreign currency bank accounts, deposit accounts, loans, bonds, or other similar investments?
Please provide details of these investments, all interest received and foreign taxes, paid or deducted.

c) Did you receive any overseas income of the following types?

- Rents

- Trust/estate distributions

- Foreign pensions/annuities

- Other – please state what type.
Please provide details of income and foreign taxes paid or deducted.

4. Expenses

Yes No

a) Do you have income protection insurance?
Please attach your annual certificate of premiums paid or advise details of the policy and the premiums paid.

b) Did you incur any expenses against ‘schedular payments’?
Please provide full details.

c) Did you borrow money or incur any costs (e.g., commission or fees) in relation to any investments or non-salaried income?
Please provide full details.

5. General	Yes	No
a) Do you receive any other income not mentioned elsewhere in this questionnaire? <i>Please provide full details.</i>	<input type="checkbox"/>	<input type="checkbox"/>
b) Did you go overseas during the financial year? <i>If yes, please provide dates of departure from and arrival to New Zealand.</i>	<input type="checkbox"/>	<input type="checkbox"/>
c) Are you contemplating leaving New Zealand in the near future? <i>If yes, please advise details.</i>	<input type="checkbox"/>	<input type="checkbox"/>
d) Are you a citizen or tax resident of any other country other than New Zealand? <i>Please advise all countries and tax file numbers.</i>	<input type="checkbox"/>	<input type="checkbox"/>
e) Do you expect there to be any changes to your income or expenses during the next financial year that could significantly affect your tax liability? <i>Please provide full details.</i>	<input type="checkbox"/>	<input type="checkbox"/>
f) Do you have a student loan? <i>Please provide details.</i>	<input type="checkbox"/>	<input type="checkbox"/>
g) If your tax calculations result in a refund being due and you are a provisional taxpayer do you want the refund:		
- Banked in full to bank account number (attach deposit slip), or	<input type="checkbox"/>	<input type="checkbox"/>
- Used to offset your provisional tax liability (if any)	<input type="checkbox"/>	<input type="checkbox"/>
h) Do you have a holiday home, boat or aircraft that is used for both business and private purposes? <i>Please provide full details.</i>	<input type="checkbox"/>	<input type="checkbox"/>
i) Have you changed your residential address, email, or phone number in the last 12 months? <i>If yes, please provide full details.</i>	<input type="checkbox"/>	<input type="checkbox"/>
6. Rental Information	Yes	No
- Do you own an investment property? <i>Refer to BVO's Business Financial Statements Checklist if financial statements are to be prepared for the rental activity.</i>	<input type="checkbox"/>	<input type="checkbox"/>