

2023 Individual Tax Return Checklist

First Name/s: _____	Last Name: _____
Address: _____ _____ _____ _____ Preferred Phone: _____ Email: _____ Date of Birth: _____	Year Ended: 31 st March 2023 Is there a specific date that you require your tax return completed by? Yes <input type="checkbox"/> No <input type="checkbox"/> (Please note an additional fee may apply) Date Required: _____ Reasons for Urgency _____ _____ _____
1. Do you have any information that you consider relevant to your return? Has your income changed or will likely change for the coming year? Yes <input type="checkbox"/> No <input type="checkbox"/> _____ _____ _____	
2. Did you receive any of the following? Wages, National Superannuation, Unemployment Benefit, ACC Payments Yes <input type="checkbox"/> No <input type="checkbox"/> <i>In most cases IRD will provide us these details direct, however we do need to check that all details have been included.</i>	3. Are you, or your spouse, registered for Working for Families? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Note that we will not be calculating any working for families entitlement, this is just for our information for income tax and rebate purposes.</i>
4. Did you receive any interest from NZ based entities? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, please provide the Resident Withholding Tax (RWT) Certificates. You may need to obtain these from your bank.</i>	5. Did you receive any dividends from NZ based entities? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, please provide the Dividend Certificates.</i>
6. Did you receive any income from portfolio investments (PIEs), including Kiwisaver? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, please provide the annual certificates.</i>	7. Did you receive any rental income or loss? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Please complete a rental checklist for each property.</i> <i>If you have purchased or sold the rental property during the year please provide the solicitor's statements.</i>

<p>8. Did you provide short term accommodation services e.g. Air BnB?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>Please complete a checklist for each property.</i></p> <p><i>If you have purchased or sold the property during the year please provide the solicitor's statements.</i></p>	<p>9. Did you receive any self-employed or schedular income? Do you have expenses to claim against this?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>You will also need to complete a Business Checklist.</i></p>
<p>10. Did you or an associated entity receive any of the Covid-19 Support Payments? These include Wage Subsidy, Leave Support Payments, Short Term Absence Payment, and Resurgence Support Payments?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If these were not deposited into a business bank account please provide proof of the amounts and dates received.</i></p>	<p>11. Did you receive any Cyclone Gabrielle recovery grants?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If these were not deposited into a business bank account please provide proof of the amounts and dates received.</i></p>
<p>12. Did you receive any income or loss from a partnership we are not acting for?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Name: _____</p> <p>IRD No. _____</p> <p>Amount: _____</p>	<p>13. Are you a Director or Shareholder of a company we are not acting for? Did you receive any payments from that company?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Name: _____</p> <p>IRD No. _____</p> <p>Amount: _____</p>
<p>14. Did you receive any income from a Trust or Estate we are not acting for?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Name: _____</p> <p>IRD No. _____</p> <p>Amount: _____</p>	<p>15. Did you receive any income or loss from a look-through company (LTC) that we are not acting for?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Name: _____</p> <p>IRD No. _____</p> <p>Amount: _____</p>
<p>16. Did you receive any taxable Maori authority distributions?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Name: _____</p> <p>IRD No. _____</p> <p>Amount: _____</p>	<p>17. Did you receive any overseas income? Eg interest, dividends, pensions, wages etc.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If yes, please provide all certificates</i></p>
<p>18. Did you receive any other income? E.g. sale of land or buildings, sale of shares or securities, sale of cryptocurrency, taxable income protection insurance claims.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If yes, please provide all documentation.</i></p>	<p>19. Did you receive any cash jobs or cash sales to be declared?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If yes, please provide details. All cash jobs and cash sales must be included in your tax return.</i></p>
<p>20. Did you pay income protection insurance?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>Please provide a copy of the policy document and invoice for us to ascertain if deductible.</i></p>	<p>21. Are you considered a tax resident of another country?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If yes, please provide the name of that country.</i></p> <p>_____</p>
<p>22. Have you permanently relocated to, or out of New Zealand this financial year?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>Please provide the date of entry to or exit from NZ</i></p> <p>_____</p>	<p>23. The IRD now process refunds by direct credit only, please provide your preferred bank account number if you are due a refund.</p> <p>_____</p>

<p>24. Did you make any donations?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>Please provide all receipts for IRD approved charitable organisations, school donations (not fees).</i></p> <p>Please provide bank account number for refund to be credited to:</p> <p>_____</p>	<p>25. Would you like one of our brokers to contact you about business and personal insurances, including ACC CoverPlus Extra?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>_____</p> <p>_____</p> <p>_____</p>
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Engagement & Privacy Act Authorisation

I instruct Black & White Accounting Limited, it's staff/contractors to prepare my financial statements and tax return for the year ended specified on page one. I undertake to supply all information necessary for this engagement and to be responsible for the accuracy and completeness of such information. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the financial statements or tax returns insofar as third parties are concerned.

I acknowledge that Black & White Accounting Limited will not be calculating any Working for Families entitlement, Child Support entitlement/liability or Student Loan repayment liability.

Authorisation to obtain information subject to the Privacy Act

I authorise Black & White Accounting Limited to communicate with the appropriate bankers, solicitors, finance companies and other persons or organisations to obtain such further information as is required to carry out the above engagement. This authorisation will stay in place until cancelled by either party in writing.

Authorisation for Inland Revenue Department

I give authority to Black & White Accounting Limited to act on my behalf for all tax types until further notice.

Authority is given to obtain information from Inland Revenue and other financial institutions to enable my tax returns to be completed. This includes obtaining information via online services available on Inland Revenue's website.

Authorisation for Accident Compensation Corporation

I authorise Black & White Accounting Limited to act as my agent for ACC levy purposes. This authorisation allows Black & White Accounting Limited to query and change information through ACC staff and through myACC for Business.

This authority will also allow Black & White Accounting Limited's main representative discretion to delegate access to ACC information to other members of Black & White Accounting Limited. Other delegated members of Black & White Accounting Limited will also be able to query and change information through ACC staff and through myACC for Business.

I understand that the financial statements (if required) are to be prepared for taxation purposes (to determine my tax liabilities) only.

Black & White Accounting is to represent me as my tax agent. All income tax returns will be signed by me, however you are authorised to sign on my behalf if necessary.

☐ The information that I have provided in this checklist is true and correct.

Your full name: _____

Your signature: _____ Date: ____/____/____