ADSETTBRADDOCK chartered accountants

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INDIVIDUAL INCOME TAX RETURN CHECKLIST

(Document and information requirements)

NAME	

1.	INTEREST AND DIVIDENDS		
	Please attach **all** **INTEREST and DIVIDEND** advice notices, certificates or other confirming documentation relating to Interest & Dividend income and reinvestment slips from New Zealand investments (e.g. Power NZ and Mercury Energy) including Portfolio Investment Entities (PIEs).		
2.	**OTHER INCOME & EXPENDITURE**		
(i)	**Rental Income**		
	Attach a list of all rental income and related expenses. If the rental property was recently purchased or sold please provide a copy of the Sale & Purchase agreement, Solicitors settlement statement and Valuation (independent or Government).	☐	$
(ii)	**Trust/Estate Income**		
	Attach Accountants/Solicitor's Advice Notice or appropriate tax return.	☐	$
(iii)	**Partnership Income Share**		
	Attach full details of income share including Partnership IRD number, appropriate tax return and copy of financial statements.	☐	$
(iv)	**Overseas Investments**		
	Please provide full details of all overseas investments including, country of origin, nature of income, any tax deducted, date received (including overseas pensions) and market value at 31 March 2024.	☐	$
(v)	**All Other Sundry or Abnormal Income Items**		
	List full details (Crypto assets,prizes, legacy, grants, gifts, debts forgiven, etc)	☐	$

(vi)	**Interest/Investment in any Foreign Company/Trust/Unit Trust or Insurance Policy or Superannuation Scheme**		
	Please provide full details.	☐	$
(vii)	**Income Protection Insurance**		
	Please provide a copy of your Insurers tax deductibility letter for income protection insurance premiums paid during the year.	☐	$
(viii)	**Interest Paid**		
	Please provide the details and amounts of interest paid on any loans to buy shares or investments.	☐	$
3.	**REBATES/TAX CREDITS**		
(i)	**Charitable Donations**		
	Attach receipts of donations made during the year (minimum $5.00) (N.B. Only donations to schools are applicable NOT compulsory school or activity fees.)	☐	$
4.	**Bank Account Details**		
	Please provide details of your bank account so any refunds can be directly paid into it. ***Bank Account Details: -----------------------------------***	☐ ☐	
5.	**OTHER**		
	Please supply details of anything else we should be aware of :		
	e.g. only worked for part of year: reasons	☐	
	e.g. losses from LTC's, self employment, etc	☐	
	e.g. change of country of tax residence	☐	
	NOTES:		
1.	Remember that all source records used in the preparation of the financial statements and returns of income must be retained for **seven year.**		
2.	This checklist is to assist you in providing us with accurate and complete information to enable use to compile your financial statements and income tax return(s),		