

## INDIVIDUAL INCOME TAX RETURN CHECKLIST

(Document and information requirements)

<b>NAME</b>	
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<b>1.</b>	<b>INTEREST AND DIVIDENDS</b>		
	Please attach <b>all INTEREST and DIVIDEND</b> 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).		
<b>2.</b>	<b>OTHER INCOME &amp; EXPENDITURE</b>		
(i)	<b>Rental Income</b>		
	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).	<input type="checkbox"/>	\$
(ii)	<b>Trust/Estate Income</b>		
	Attach Accountants/Solicitor's Advice Notice or appropriate tax return.	<input type="checkbox"/>	\$
(iii)	<b>Partnership Income Share</b>		
	Attach full details of income share including Partnership IRD number, appropriate tax return and copy of financial statements.	<input type="checkbox"/>	\$
(iv)	<b>Overseas Investments</b>		
	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 2025.	<input type="checkbox"/>	\$
(v)	<b>All Other Sundry or Abnormal Income Items</b>		
	List full details (Crypto assets, prizes, legacy, grants, gifts, debts forgiven, etc)	<input type="checkbox"/>	\$

(vi)	<b>Interest/Investment in any Foreign Company/Trust/Unit Trust or Insurance Policy or Superannuation Scheme</b>		
	Please provide full details.	<input type="checkbox"/>	\$
(vii)	<b>Income Protection Insurance</b>		
	Please provide a copy of your Insurers tax deductibility letter for income protection insurance premiums paid during the year.	<input type="checkbox"/>	\$
(viii)	<b>Interest Paid</b>		
	Please provide the details and amounts of interest paid on any loans to buy shares or investments.	<input type="checkbox"/>	\$
<b>3. REBATES/TAX CREDITS</b>			
(i)	<b>Charitable Donations</b>		
	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.)	<input type="checkbox"/>	\$
<b>4. Bank Account Details</b>			
	Please provide details of your bank account so any refunds can be directly paid into it.  <b>Bank Account Details:</b> -----	<input type="checkbox"/> <input type="checkbox"/>	
<b>5. OTHER</b>			
	Please supply details of anything else we should be aware of :		
	e.g. only worked for part of year: reasons	<input type="checkbox"/>	
	e.g. losses from LTC's, self employment, etc	<input type="checkbox"/>	
	e.g. change of country of tax residence	<input type="checkbox"/>	
<b>NOTES:</b>			
1.	Remember that all source records used in the preparation of the financial statements and returns of income must be retained for <b>seven year</b> .		
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),		