

Tax Return Checklist for 2010 Individual Tax Returns

Name: Date of Birth:/...../.....

The following information may be required to complete your taxation return. If applicable please either attach separate schedules and place a tick next to the question or write the details in the space provided. Please attach specific documents where requested. Completion of this checklist in full will mean we can complete the work faster, reduce the number of queries and ultimately our fees.

		Yes or Attached	No or N/A
1	Income		
1.1	Interest: Provide advice slips and full details including principal amounts, interest rates and maturity dates (attach all withholding tax deduction certificates from financial institutions or other).	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Income from Estates/Trusts: Detail any income showing source of income (i.e. interest, dividends, rents, business income, other income) and any tax paid by the estate/trust.	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Dividends and Taxable Bonus Issues: (<i>Including shares in lieu of dividends</i>) - Provide full details (in \$NZ) or dividend warrants (indicate any imputation credits attaching or deductions for withholding tax). Attach all shareholder dividend statements provided by companies from which dividends were received.	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Investment Tax Rules: If you have investments outside NZ & Australia valued at more than \$50,000 please provide the market value of your investments as at 31 March 2009 and 2010. Also provide information on all dividend payments or other distributions.	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Partnerships: Advise your share of income or losses in all partnerships, including any withholding tax and imputation credits in respect of that income, the IRD number for those partnerships and their balance date.	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Shareholder Salaries: Provide details of any shareholder salaries with no PAYE deducted from businesses where Stephenson Thorner Ltd do not prepare the financial statements.	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Rents: List gross rents received by address, and expenses to be claimed against this income (e.g. rates, interest, repairs, insurance, other), together with how much each months, and the number of months for which the property was available to let.	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Business Income: Please provide details of any self-employment income. This should include all income billed during the year even if your customers have not paid you by balance date.	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Qualifying Company: Please provide details of any loss from a loss attributing qualifying company you are a shareholder in.	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Share Trading: If you have been dealing in shares or you have purchased shares for the purpose of selling at a profit advise full details of such transactions.	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Redundancy Tax Credit: If you were paid redundancy, have you claimed your tax credit? If not, please provide details of your final payment and confirmation of your redundancy.	<input type="checkbox"/>	<input type="checkbox"/>

Yes or
Attached No or
N/A

1.12 **Other Income:** For example, Maori Authority distributions, royalties, etc
Provide full details.

2 Deductions

There are limited deductions available unless you are self-employed or earn withholding income.

2.1 **Income Protection:** Provide details of premiums as applicable.

2.2 **Use of Private Dwelling:** If part of your home is used principally for business purposes, please advise expenses, e.g. insurance, mortgage interest, power and gas, rates and repairs. This includes a home office, workshop or storage area. Please provide details of the purchase price of the property and a copy of the rates demand if this is the first year you have made a home office claim.

Area of home for business (storage/processing) sq m
Area of home for office sq m
Total area of home sq m%

2.3 **Expenses:** Costs incurred against withholding payments or self-employment income. This should include all costs incurred during the year (e.g. entertainment, office expenses, and general expenses), even if you have not paid them at balance date.

3 Rebates

3.1 **Housekeeper/Use of Crèche:** Advise full details – amount paid, to whom paid and reason why housekeeper or childcare is necessary.

3.2 **Donations:** Attach all receipts in excess of \$5.00.

3.3 **Child:** Please indicate if you attended school for the full year. If you left school during the year what date did you leave?

3.4 **Income under \$9,880:** - State number of weeks in the year that you were in paid employment for more than 20 hours per week and/or on a sickness benefit, ACC or earner related compensation.
Number of weeks _____.

4 Working for Families (Family Support)

If your family income is under \$70,000 and you have children, you may be entitled to a Working for Families tax credit. Provide details of:

Children's name	IRD No.	Birthdate
...../...../...../...../.....
...../...../...../...../.....
...../...../...../...../.....

Yes or
Attached No or
 N/A

Your partner's name

IRD No.

Birthdate

...../...../.....

No. average number of hours worked per week and the number of weeks worked by:

YouhrsNo weeks

Your partnerhrsNo weeks

5 Other Information

Were you non-resident at any time during the income tax year? (Had no permanent place of abode in NZ and away more than 6 months.)

6 Bank Account Details: If you would like your tax refund to be direct credited to your bank account, please provide bank account details. All rebate refunds must be either direct credited or transferred to meet your income tax obligations.

Account Name: _____

Account Number:

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Terms of Engagement

I confirm that the terms of the engagement are as follows:-

- That I have engaged Stephenson Thorner Limited to compile my annual income tax return from information provided by me..
- That Stephenson Thorner Limited has not been requested to perform an audit or review engagement.
- I accept and understand that Stephenson Thorner Limited will provide no assurances regarding the financial information resulting from the compilation process.
- I have provided all the information that is required to enable Stephenson Thorner Limited to complete the engagement, including income from all sources and I accept responsibility for the accuracy of the information that I have provided.
- I understand that the work of Stephenson Thorner Limited cannot be relied upon to detect error and fraud and that Stephenson Thorner Limited accepts no liability for the accuracy and completeness of the information supplied by me.
- I further understand that my tax return will be prepared at my request and for my purposes only and that Stephenson Thorner Limited will not be liable for any losses, claims or demands by any third person arising from this engagement.
- I accept responsibility for any additional tax, penalties and use of money interest that may be imposed (by way of audit activity or otherwise) by the Inland Revenue Department on information used to compile returns by Stephenson Thorner Limited.
- I accept that I have primary responsibility for meeting my tax obligations. These obligations include keeping the required records, ensuring tax returns are true and correct, filing my tax returns on time and meeting my tax payment obligations.
- I accept that considerable uncertainty can arise when applying tax law to specific situations and Stephenson Thorner Limited cannot guarantee their advice will be accepted by the Inland Revenue Department.
- I acknowledge and agree that, as part of the ongoing quality control initiatives of the New Zealand Institute of Chartered Accountants of, files relating to assignments completed on my behalf may be examined on a random test basis by an official reviewer appointed by the Institute for this purpose.
- The aggregate liability (including interest and costs) of Stephenson Thorner Limited, to me, whether in contract or tort including negligence, resulting from all breaches of these Terms of Engagement, shall be limited to three times annual fees. In no circumstances will Stephenson Thorner Limited be liable to me for accidental, indirect, special or consequential losses or damages (including loss of profits) even if Stephenson Thorner Limited were advised of, knew, or should have known of the possibility of such losses or damages.

I acknowledge and accept the terms of engagement summarised above and I instruct you to act as my tax agent with the Inland Revenue Department and that Stephenson Thorner has authority to link all tax types. I accept that this authority allows Stephenson Thorner to obtain information from Inland Revenue Department via telephone, facsimile, internet and mail.

Signed:

Date:/...../.....