

Personal Tax Return Checklist 2015

Name: _____

Balance Date: 31 March 2015

Postal Address:

Telephone No:.....(Work)(Home)

.....(Mobile)(Fax)

Email Address:

Please advise if you would prefer us to visit you and collect your records.

IMPORTANT: Please answer all questions, if not applicable write N/A. The information you provide will be used for tax purposes. It is imperative that you ensure the information is accurate and complete. If you have any doubts please inquire.

Tick if Applicable otherwise enter N/A

The following information may be required to complete your annual financial statements. If applicable, please tick the appropriate box and provide details.

Records Required:

Income:

- | | |
|---|--------------------------|
| 1. INTEREST - provide certificates from financial institutions or other | <input type="checkbox"/> |
| 2. DIVIDENDS - provide details of dividend warrants (indicate any deductions for withholding tax and/or imputation credits). | <input type="checkbox"/> |
| 3. RENTS - advise gross rents received and expenses to be claimed against this income (eg rates, interest, repairs, insurance, other). | <input type="checkbox"/> |
| 4. INCOME FROM ESTATES/TRUSTS - provide details of any income (i.e. interest, dividends, rents, business income or other) and any tax paid by the estate/trust. | <input type="checkbox"/> |
| 5. PARTNERSHIPS - advise your share of income or losses in all partnerships. | <input type="checkbox"/> |
| 6. 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"/> |
| 7. STUDENT LOAN - advise details of loan, repayments, etc. | <input type="checkbox"/> |
| 8. OTHER INCOME - provide full details. | <input type="checkbox"/> |

All information is required where applicable. Time spent seeking information not originally provided will increase costs.

9. **OVERSEAS INVESTMENTS/INCOME** – if you have any foreign owned investments please provide details e.g. private companies, listed companies, unit trusts, insurance policies or super schemes together with details of any employment income. ☐

10. **INVESTMENTS** – please provide details of shares or investments bought or sold during the year. ☐

11. **PROPERTY TRANSACTIONS** – provide full details ☐

Deductions:

1. **LOOK THROUGH COMPANY** - if you have been attributed a share of loss or profit other than from a company we are aware of, please provide details. ☐

2. **EXPENSES** incurred for return preparation or against withholding payments. ☐

3. **INCOME REPLACEMENT INSURANCE POLICIES** - provide details of premiums, if applicable. ☐

Rebates:

DONATIONS- Please provide details if you wish us to complete the donation rebate claim form. ☐

Working for Families (Family Support) (if applicable) ☐

Name of Children	Date of Birth	IRD Number
.....
.....
.....

Please advise if you have any “other income” as defined for working for families.

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.....

Please Note: *With the increased entitlement please ensure details are provided of all your children.*

If your child has no IRD number, one will need to be applied for.

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Please provide any further details you may think relevant:

.....
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.....
.....
.....

If your Taxation Calculations result in a **Refund** being due **and** you are a Provisional Taxpayer, do you want that refund

Sent to you in full by **cheque**

☐

Direct Credited in full to your nominated bank account:

☐

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Or

Used to offset your Provisional Tax liability, and/or ACC Levies, if any.

☐

Terms of Engagement

In supplying this information to **Lewthwaite and Associates Limited**, I am requesting that they prepare my special purpose 2015 financial statements (except where the entity is a company) from the information and records I have provided. An audit or review of the information is not required. I accept responsibility for the accuracy of all information supplied. A copy of this disclaimer of liability will be attached to all special purpose financial reports.

I hereby give authority to **Lewthwaite and Associates Limited** to communicate with and obtain information from my bank, finance and leasing company, the Inland Revenue Department or any other relevant organization in their completion of the annual financial reports.

I undertake to pay any accounting fees in full as they fall due on the 20th of each month for work started but not completed and at the completion of the work. This clause will not apply if an instalment payment plan has been agreed in writing.

Client Signature

Date

All information is required where applicable. Time spent seeking information not originally provided will increase costs.

Definitions of “other income” for Working for Families Tax Credits

From the 1st April 2011 the definition of family income changed. The following are brief definitions of the income types that need to be shown as “other income”.

Other payments

These are payments from any person or entities that are used for day-to-day living expenses (e.g. \$100 a week to help pay the mortgage). If the total amount is more than \$5,000 a year, the total amount must be included in your family income. If the total amount is less than or equal to \$5,000 you don't need to tell us about it.

Passive income of children

This includes all passive income, such as interest, rents or beneficiary income, received by a dependent child above a threshold of \$500 per year, per child.

Income of non-resident spouse or partner

This is the worldwide income of your spouse or partner who isn't a tax resident in New Zealand and is earning an income overseas. Evidence of income earned by your non-resident spouse or partner may be required.

Tax exempt income

This includes any salary or wages that are exempt from income tax under specific international agreements in New Zealand such as The United Nations or OECD.

Pensions and annuities

This includes 50% of the amount of any pension or annuity payments from life insurance policies or a superannuation fund (excluding NZ Super).

Attributable trustee income

Attributable trustee income is all income for the year of a trust that hasn't been distributed as beneficiary income. It includes income from trading and investment activities and the net income of any company controlled by the trust. Trustee income will be attributed only to settlors of a trust. The settlors are individuals who establish or contribute funds to the trust. In the case of multiple settlors, the trustee income is distributed evenly to all settlors.

Attributable fringe benefits

The value of any attributable fringe benefits is required to be declared by all shareholder-employees if they, or their associates, hold voting interests of 50% or more in a company.

It includes the tax-inclusive annual value of any fringe benefits received in the form of:

- Motor vehicles for private use
- Low/nil-interest employee loans

- Subsidised transport (when the employer is in the business of transporting the public) in excess of \$1,000 in value
- Contributions to insurance schemes in excess of \$1,000 in value
- Contributions to sickness, accident or death funds in excess of \$1,000 in value
- Any other benefits received in excess of \$2,000 in value.

If you receive fringe benefits but you or your associates aren't shareholder-employees of the company that you work for, you don't need to include the fringe benefits in your family income.

PIE income

This includes an amount of income attributed by a portfolio investment entity (PIE) to the principle caregiver or their spouse or partner, except if the PIE is a superannuation fund or a retirement savings scheme (e.g. Kiwisaver)

Income equalisation scheme deposits (excludes “adverse events” deposits)

This includes any deposits made by you, your trust or a company controlled by you or your trust, to an agricultural, fishing or forestry business income equalisation scheme account at Inland Revenue. Subsequent refunds from these accounts (excluding interest) shouldn't be included as family income.

Interest

This includes money you earn from an interest-bearing bank account.

Dividends

Dividends are part of a company's profits that it passes on to its shareholders. Unit trusts are treated as companies for income tax purposes and unit trust distributions are treated as dividends.

Rents

This includes rental income received from the renting out of property.

Royalties

Royalties include certain payments received for the use or right to use a copyright, patent trademark or other similar property or right.

Estates

This includes income received as a beneficiary of a trust.

Maori authority

This includes income received as a beneficiary of a Maori authority.

All information is required where applicable. Time spent seeking information not originally provided will increase costs.