



## THE TAX LADY

Accounting Services for  
Small Businesses.  
P.O. Box 48075  
Wellington 5142

# Information Required For Financial Accounts And Tax Returns For Year Ended 31 March \_ \_ \_ \_

### Your Details

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ IRD Number: \_\_\_\_\_

Email: \_\_\_\_\_

#### Bank Details for IRD Refund

Bank

Branch

Account Number

Suffix

### Did you receive income from:

No

Yes (if yes please attach details)

- |   |                          |  |
|---|--------------------------|--|
| • Interest or Dividends.....                      | <input type="checkbox"/> | <input type="checkbox"/> Interest / Dividends attached |
| • Do you have an overseas pension plan?.....      | <input type="checkbox"/> | <input type="checkbox"/>                               |
| • Partnerships.....                               | <input type="checkbox"/> | <input type="checkbox"/>                               |
| • Overseas income (including interest).....       | <input type="checkbox"/> | <input type="checkbox"/>                               |
| • Self Employment .....                           | <input type="checkbox"/> | <input type="checkbox"/> if yes complete section 2     |
| • Shareholders salary .....                       | <input type="checkbox"/> | <input type="checkbox"/> if yes complete section 2     |
| • Independent Earner Tax Credit Entitlement ..... | <input type="checkbox"/> | <input type="checkbox"/> if yes complete section 3     |
| • PAYE Income.....                                | <input type="checkbox"/> | <input type="checkbox"/>                               |
| • Rental Property.....                            | <input type="checkbox"/> | <input type="checkbox"/> if yes complete section 4     |
| • Estates or Trusts.....                          | <input type="checkbox"/> | <input type="checkbox"/> if yes complete section 5     |

### General

Tick if  
Attached

- a) Have you paid premiums on Income Protection Insurance?  
If yes, you should have been provided with annual confirmation of the premiums paid by your insurance company. ☐  
Please provide a copy of this confirmation..... ☐
- b) If you have not claimed your donation rebates yourself please include all Donation receipts.....
- c) Lump sum payments and pensions from overseas superannuation funds may be taxable income in New Zealand. Please ensure you discuss or advise us of any overseas funds you have or have received benefits from.
- d) If there are any other matters which you feel may be important in determining your tax position that are not included on previous pages, please note them here:
- .....
- .....
- .....
- .....
- .....
- .....
- .....

## Section 2

(If we complete your GST returns “\*” items only need to be completed)

Tick if  
Attached

### Bank Details

- a) Bank statements for all business accounts..... ☐  
(please check numeric and data sequence).
- b) All cheque books and deposit books or note on bank statements what cheques are for..... ☐  
(please note any unusual items).....

### Computer Records (if available)

Please print as at 31st March

- a) Trial Balance..... ☐
- b) General ledger (Detailed Trial Balance)..... ☐
- c) Profit & Loss and Balance Sheet..... ☐

### Cash Book

- a) Please provide cash book ..... ☐  
(if reconciled please provide reconciliation reports)

### \* Debtors

Do you have any accounts receivable (people who owe you money) as at 31 March? ☐

- a) Total including GST at 31/03/15 \$..... ☐  
Breakdown of above given  
(do not include bad debts which you have written off)

### \* Bad Debts

Were any bad debts written off in the financial year? ☐  
To claim a deduction for income tax, the debts must be written off before 31 March.

- a) If so what was the total value (including GST) \$ .....

### \* Creditors

Do you have any accounts payable (people you owe money to) as at 31 March? ☐

- a) Total including GST at 31/03/15 \$..... ☐  
The name and amounts agreeing to the above total including what they  
are for i.e. purchases, advertising, etc.

### \* Stock On Hand

- a) Value of stock at 31st March \$..... ☐  
Stock should be valued at cost excluding GST and exclude any obsolete items.  
Select lower of: Cost / Selling Price / Replacement Value
- b) Have you written of a substantial amount of stock that will affect your gross profit? ☐  
You must have physically dumped any stock that you have not valued  
If yes, please provide details \$.....

Please note that if you estimate your stock to be less than \$5,000 at the end of your income year, you may have the option of not physically counting your stock. In these circumstances we will assume that your closing stock is the same as your opening stock. Please indicate if you would like to use this option. (Please note that if your annual turnover is more than \$1.3 million, you are not able to use this option)

### \* Work in Progress

Do you have any work in progress as at 31 March? ☐  
If yes, please provide calculations or amounts \$.....

Work in progress (cost price excluding GST) is work you have substantially completed but have not yet invoiced. It should not be included in your stock take. If purchases and other expenses have been included in work in progress valuations but not yet paid for, then they should be included in your creditors listing.

## Section 2 Continued

### Goods and Services Tax (GST)

Tick if  
Attached

a) Copies of your GST returns and work papers.....

☐

### Cash Income and Expenditure / Credit Card

a) Have you paid for expenses from you own personal accounts or cash that the business has not reimbursed.  
If yes please provide a list of those expenses.....

☐

b) Have there been any cash sales not banked? If yes please advise the amount.....

☐

### Loans and Borrowing Business

Have you taken out a new loan, hire purchase or lease to own agreement since your last balance date or changed terms for existing borrowings?

a) Please provide details, bank statements and documents of all new or any change in bank loans or hire purchase agreements.....

☐

### Solicitors Documents

a) If applicable provide all solicitor documents for any business transactions that occurred during the year.....

☐

### Fixed Assets

Did you sell, trade-in and/or scrap assets during the financial year?

Yes/No

If YES, please complete the following

(You may need to refer to last year's Depreciation Schedule):

| Asset | Sold To | Date | \$(GST Inclusive) |
|-------|---------|------|-------------------|
|       |         |      |                   |
|       |         |      |                   |
|       |         |      |                   |
|       |         |      |                   |

Did you purchase new assets during the financial year, over \$500?

Yes/No

For Assets purchased from 1st April 2011 please advise business use percentage

| Asset | New or<br>Second-hand | Date Purchased | Amount (GST Inc.) | Estimated % of<br>Business Use |
|-------|-----------------------|----------------|-------------------|--------------------------------|
|       |                       |                |                   |                                |
|       |                       |                |                   |                                |
|       |                       |                |                   |                                |
|       |                       |                |                   |                                |

Enclose HP/Lease documents where appropriate.

### \* Vehicle Log Books (Unless already supplied)

The proportion of motor vehicle business use as established by your vehicle log book(s) is/are?

Vehicle Description: .....

Original Cost:..... Current Market Value:.....

Date Purchased:.....

Business .....km

Total .....km

Percentage Business .....km

Please note that a detailed and accurate log book must be completed for a three months period every three years or vehicle expense claims will be limited to a maximum of 24% of expenses incurred.

## Section 2 Continued

Tick if  
Attached

### \* Home Office Allowance (Unless already supplied)

If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details.

The annual total of the following expenses are required in order to complete the calculation

The total floor area of the house is: .....m2

The total floor area used for business purposes is: .....m2

Body Corporate Fees .....  
Insurance .....  
Interest (on Mortgage) .....  
Power and Gas .....

Rates and Water Rates .....  
Repairs and Maintenance .....  
Rent (if property not owned) .....  
Landline rental & internet .....

## Entertainment Expenses

Generally only 50% of entertainment costs are tax deductible, **with the following exceptions**

- Meals while travelling on business (unless with existing business contact or guest)
- Meals provided at a conference of at least four hours duration not including meal breaks
- Meal allowances paid to staff working overtime
- Incidental entertainment at functions open to the public and with trade displays
- Meals whilst on an overseas business trip
- Entertainment for charitable purposes

Attached      N/A

If any of these exceptions apply to your entertainment expenditure, please provide details.

☐☐

## ACC

Are you claiming ACC Levies? If yes could you please send copies of the invoices in.  
Or advise your ACC number, this is located on the top right corner of your invoice.

☐

### \* Company Details

NO      YES

Shareholding

a) Did the shareholding or directors change during the year?

If yes please state changes here

☐☐

b) Are any of the shareholders foreign residents?

☐☐

Company addresses

c) Has your companies address changed?

If yes please state changes here

☐☐

### \*Other Questions

a) Has the nature of your business changed significantly in the last 12 months?

If yes what are those changes?.....  
.....  
.....  
.....

b) FBT- Do you pay FBT?.....

If yes please provide the FBT returns and work papers.

## Section 3

### \* Independent Earner Tax Credit Entitlement

To help us establish if you are entitled to the Independent Earner Tax

Credit please answer the following questions:

This credit can be available to tax payers earning between \$24000 \$48000

NO YES

- Are you a New Zealand tax resident
- Are you entitled to working for families tax credits
- Are you receiving an overseas equivalent of working for families tax credits

|                          |                          |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

#### Are you receiving

- Income-tested benefit
- New Zealand Superannuation
- Veteran's Pension, or
- Overseas equivalent of the above

|                          |                          |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

*Please note your entitlement to IETC is determined monthly. This means that if you don't meet the criteria for any part of a month, then you won't qualify to receive the IETC for the entire month. We will calculate amount claimable for you.*

## Section 4

### Rental Property

Addresses of Property(s) rented .....

.....

.....

Attached N/A.

- Rental Income Received (per property) .....
- Expenses: Rates .....
- Insurance - House .....
- Insurance - Contents .....
- Water Charges .....
- Security Costs .....
- Advertising Costs .....
- Repairs and Maintenance .....
- Motor Vehicle .....
- (Travel to and from rental, kms) .....
- Body Corporate Costs .....
- Management Commissions/Fees .....
- Mortgage Interest .....
- (interest paid only, not interest and principal combined) .....
- Other Expenses e.g. Bank Fees .....
- Was it rented for 12 months if not how many? .....
- If Less than 12 months, .....
- was it **available** for rent while vacant? .....

|                          |                          |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
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| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

If summaries are not supplied please provide us with either:

- a) Bank statements with rental income and expenses coded on statements for the full income year or:
- b) Receipts for expenses for the income year together with a total figure for rent received. The expenses should be grouped into different categories e.g. rates, insurance etc.

Is this the first year of the rental Property? If so please provide the following:

Solicitors Settlement Statement (in full)  
Government Valuation of Property (Can be obtained from Valuation NZ)  
A Rates Invoice

### Look Through Company (LTC)

Attached

If not previously supplied please provide details of guarantees in place over company loans.

☐

# Portfolio Investment Entities (PIE) Income

PIE income allows for a discounted tax rate on certain investment income. Provided the tax rate (PIR rate) is correct the income is not required to be included in the annual income tax return. However if the rate is too low, the income is required to be included in the tax return and you lose the benefit of the lower rate. If the rate is too high, you are paying too much tax and will not get a refund of the overpaid tax.

## Section 5 Trusts

If your Trust operates a business, please complete section 2.

If the Trust holdings are limited to family home and investments, please complete just this section.

NO YES

**a) Cash book & Bank account**

Are there bank accounts operating in the Trust?

If yes, please provide cash book analysis and or bank statements for the year.

☐ ☐

**b) Does the trust hold investments?**

If yes, please provide details of all investments sold, purchased and income earned, including any reports from fund managers.

☐ ☐

**c) Have the trust expenses or costs (such as accounting or legal) been paid from personal funds?**

If yes, please provide details.

☐ ☐

**d) Did the settlors execute any gifting during the year?**

If yes, please provide copies of deeds/acknowledgment of debt.

☐ ☐

### Tax rates for the year ended 31 March 2015

Company 28%

Trusts 33%

### Personal tax rates:

\$0-\$14,000 10.5%

\$14,000-\$48,000 17.5%

\$48,000-\$70,000 30.0%

\$70,000+ 33.0%

## Terms and Conditions of Trade

### Payment

Unless otherwise agreed, payment of invoices shall be made to The Tax Lady within 21 days of invoice being issued.

-Interest at 1.5% per month may be charged on overdue accounts.

-Any expenses, costs and disbursements incurred by The Tax Lady in recovering any outstanding monies including debt collection agency fees or solicitors costs shall be paid by the Customer.

### Privacy

The Customer authorizes The Tax Lady to collect, retain and use personal information about the customer (including the information collected in the document) for the following purposes only:

-Assessing the customers creditworthiness.

-Disclosing to a third party details of this application and any subsequent dealings it may have with The Tax Lady for the purpose of recovering amounts payable by the customer.

## Section 6

I/We hereby authorize The Tax Lady to complete the compilation of financial statements and other related income tax returns for me/us for the year end 31 March \_\_\_\_\_. I/We understand that a compilation is limited to the collection, classification and summarization of financial information supplied by me/us and does not involve the verification of that information. I/We do not require The Tax Lady to carry out an audit or review assignment on the Financial statements prepared.

Pursuant to the Privacy Act 1993 I/We authorize The Tax Lady to obtain whatever information is required from third parties to complete the preparation of my/our financial statements and tax returns and to obtain information, by whatever means is appropriate.

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

Date:.....

Client's Signature:.....

Client's Signature:.....

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