

## DEANS & REES LIMITED

### END OF YEAR CHECKLIST: INDIVIDUAL FINANCIAL STATEMENTS

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#### Information required for completion of Personal Tax Returns For year ended 31 March 2009

Client Name:

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Mailing Address:

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Contact Phone No:

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#### A: SALARY / WAGES / SUPERANNUATION BENEFITS

Please provide us with the names of any organisations you have received the following from:

	Please √
▪ Salary or Wages	
▪ ACC Payments	
▪ National Superannuation	
▪ Any Other Benefits	

In most of these cases Inland Revenue would have sent us these details directly, however we do need to check that all details have been included.

#### B: INTEREST AND DIVIDENDS

Please provide the following slips:

	Please √
▪ For interest received, you should have an annual advice notice showing the gross amount paid and the withholding tax deducted.	
▪ If any dividends are taken as bonus shares, also include these advice slips.	
▪ Include any overseas interest, dividends, salary and wages received and taxation paid.	

Note: New Zealand residents are liable for tax on their worldwide income.

**C: ANY OTHER INCOME**

Have you received any other income such as:

	Please √
<ul style="list-style-type: none"> <li>▪ Trading in your own name, Partnership, Trust, Estate or Company.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Income Replacement Insurance Policy – please provide details of premiums and claims. NB: premiums may be able to be claimed as an expense.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Loss Attributing Qualifying Company – if you have been allocated a share of Loss other than from a Company that we are not aware of, please provide details.</li> </ul>	

**D: DONATIONS/HOUSEKEEPING/CHILDCARE TAX REBATES**

	Please √
<ul style="list-style-type: none"> <li>▪ Have you any rebates to claim for: Donations, Housekeeping or Childcare. If so please provide details and invoices.</li> </ul>	

**E: FAMILY ASSISTANT AND PARENTAL TAX CREDIT**

Please supply the full names and birth dates of all children. Note the following:

	Please √
<ul style="list-style-type: none"> <li>▪ If you had a child born within the current financial year you may be a legible for the parental Tax Credit. Please provide these details in the table below, and include a copy of the child’s birth certificate or their IRD number.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Where a child has become financially independent during the current financial year, please advise the date they left school or home. Please provide these details in the table below.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ If you received Family Assistance during the year, please supply the certificate issued to you by IRD, detailing the amounts.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Please provide details of any child support or maintenance payments made or received during the current financial year.</li> </ul>	

Child’s Name	IRD #	Date of Birth	Date Left School

**F: I CERTIFY THAT THE INFORMATION SUPPLIED IS CORRECT.**

Client’s Name: \_\_\_\_\_

Client’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for providing the required information.  
Please don’t forget to sign it!