Business Advisory Accounting & Tax Services Limited Chartered Certified Accountants and Business Advisors

Established in 2001









Individual Checklist 2024 Income Tax Year

Name	
Email Address	
Mobile Number	
Postal Address	











Introduction

Our primary goal is to provide you with professional, efficient tax preparation and consulting. I know that, often, there's much information to remember and collate before sending it to us. That's why we've designed this checklist.

Help Minimise our Fees.

Our fees are affected by several factors. They are influenced based on the complexity and nature of the work, reliability of information you provide us, the degree of responsibility and skill required, and time spent on the engagement.

We've designed this checklist to help you provide us with information and instructions to carry out our work promptly and efficiently, saving you time and money.

Delays (and increased fees) are inevitable when we need to contact you for missing information or have queries. We may need to stop working on your accounts whilst we obtain the information and start someone else's work.

Unfortunately, the more often a job is put down and picked up the more time is added to the job.

How to Use this Checklist

This checklist is dated 16 April 2024 and is valid from this date. It should only be used to provide us with information required to complete your personal income tax return. Please complete one of our other checklists for other scenarios.

The information required relates to the tax year ended 31 March 2024. If your income year is different, please do not use this version and contact us to discuss it.

The checklist contains a series of boxes and questions, so you know you've given us the information, explanations, and documents we will require. If you require assistance or have any questions, please call us on 09 449 0417.

Professional Standards

As members of the Association of Chartered Certified Accountants, we're required to meet certain professional and quality control standards. This checklist forms an essential part of that process.

Companies

If you operate as a company, please complete our Companies Checklist.

Trust Checklist

If you operated your business via a trust, please also complete our Trading Trust Checklist.

Rental Property Checklist

If you own property, please complete our Rental Property Checklist for <u>each</u> property.

Acknowledgement

Please complete this checklist as it's a very important part of the accounting process. When you've gathered the relevant information, please make an appointment to see us – either in person or via a virtual meeting on Skype, MS Teams, Zoom, etc. Alternatively, please mail or email your information to us.

Please sign the acknowledgement on page 5. We generally process tax returns in the order wereceive your information

and aim to complete them within four to six weeks.

If you have a specific deadline or other time constraint, please let us know so we can schedule your work.

Meeting

Please tell us how you'd to discuss your completed tax return and financial statements with us

	Y	N
In person at our office.		
Video call (Skype, MS Teams, Zoom, etc).		
Telephone call.		
Email		
I won't require a meeting to receive tax advice or advice		

Finalising your Tax Returns

Please tell us how you'd like to sign your completed tax return and financial statements. Select as many boxes, as applicable.

In person at our office.		
Securely via Adobe and signed electronically.		
A couriered bound copy.		
A posted bound copy.		
NOTE: We accept no responsibility if documents sent via courier	or post are	lost. A
courier (with a signature required) will be used if any package is to	oo large for s	tandard

N

Disclaime

NZ postal delivery.

The information contained in this checklist is of a general nature and does not constitute legal, tax, investment, or other professional advice on any subject matter or address the circumstances of any individual or entity.

Although we endeavour to provide accurate and timely information, there can be no guarantee such information is accurate as of the date it is received, or it will continue to be accurate in the future. Before making financial decisions, you should consider all factors and consult appropriate professional advisors.

No one should act upon such information without appropriate professional advice and after thoroughly examining the situation. No liability is accepted by Business Advisory Accounting & Tax Services Limited or its staff, directors, contractors for actions taken in reliance upon the information given and it is recommended that appropriate professional advice should be taken before making any decision or taking action that may affect your finances.

Obtain Copies of this Checklist

You can download copies of this checklist from https://www.bizadvice.co.nz/resources-insights. You may also request copies by calling us on 09 449 0417 or emailing us at help@bizadvice.co.nz.

Thank you for your business and referrals. I look forward to hearing from you soon. All the best for the year.

- Manh.

Mark Gwilliam FCCA Director











CHECKLIST (Please complete all relevant sections)

	Y	N/NA
SALARY, WAGES AND SUPERANNUATION: Did you receive any salary, wages, New Zealand Superannuation, unemployment benefits or ACC payments during the year? If "Yes", IRD will provide us with the details.		
PROVISIONAL TAX: Do you expect any significant changes to your income or expenses during the year ending 31 March 2025 that could significantly affect your tax liability?		
NZ INTEREST AND DIVIDENDS: Provide copies of relevant Resident Withholding Tax certificates and dividend statements. Note: Banks only issue certificates for interest received exceeding \$50. However, you must declare all interest income and therefore please obtain certificates from your bank, irrespective of how much interest you earned.		
SELF EMPLOYMENT: If you were self-employed, please complete our self-employed checklist.		
RENTAL INCOME: If you received rental income, please complete our rental property checklist.		
OTHER INCOME: If you received any other income, such as income from a trust, please provide details.		
BAD DEBTS: Provide details of amounts you wrote-off <u>before</u> 31 March 2024		
CHARITABLE DONATIONS: Please attach receipts for donations you made.		
INCOME PROTECTION INSURANCE: Provide income tax deduction statement or letter from your insurer.		
OVERSEAS INCOME: Please provide details of interest you earn from overseas bank accounts or from money invested overseas, or rental income from property you own overseas, or salary and wages paid from overseas, or from foreign pensions.		
OVERSEAS SUPERANNUATION: Please provide details, including country of origin, of regular payments or lump sum withdrawals or transfers to and from overseas pensions or annuities.		
WORKING FOR FAMILIES: Please advise if you are registered for Working for Families Tax Credits or had any children in your care or your relationship status changed during the year.		
STUDENT LOAN: Do you have a student loan? ? If "Yes", IRD will provide us with the details.		
BUSINESS EXPENSES PAID FROM PRIVATE FUNDS: Provide details on a separate sheet with the date, amounts including GST and details of items that have not been reimbursed to you.		
PORTOLIO INVTESTMENT ENTITIES (PIEs). Provide copies of investment summary schedules for the year.		
CRYPTOCURRENCY AND EXCHANGE TRADED FUNDS: Did you have any investments in these?		
RESIDENCY: Please provide details if you arrived in (or returned to) NZ during the year or you left NZ permanently were a student loan borrower and left NZ for 184 days or more, or plan to leave NZ in the near future.		
EXPENSES: Please provide details of any commission you paid on your income from interest and dividends (exclude bank fees) or interest you paid on money you've borrowed to buy shares or to invest.		
OTHER INFORMATION AND MATTERS: Please use this space to notify us of any other matters we should be aware of.		











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END OF CHECKLIST











Privacy Act Authority

I authorise Business Advisory Accounting & Tax Services Limited (BAS) to act as tax agent with Inland Revenue (IRD) on all matters relating to ALL tax types (except child support). This includes authority to discuss and enquire verbally or in writing to IRD regarding my tax affairs; and to obtain and access information via telephone, info express, or online services provided by IRD.

I authorise any person or company to provide BAS with such information as BAS may require to complete the financial Statements and tax return, or any other work BAS carries out on behalf of myself/ourselves. I further authorise BAS to furnish to any third party, financial information as BAS sees fit that is requested in furtherance of our business activities.

I further authorise that all information is true and correct and is supplied under the terms pursuant to the signed terms of engagement previously issued. If I fail to supply all relevant records and information to BAS, BAS may consider all balances to be NIL, NO or N/A where I do not supply this information.

You may compile income tax return(s) on the basis I represent to the best of my/our knowledge that:

- I have fully disclosed and provided you with all sources of income.
- All deductions claimed are reasonably incurred to earn income and supported by valid invoices and receipts. In short, all information, income, and deduction items that I have provided you to be included in the tax return is, to the best of my knowledge, correct and complete.

I acknowledge BAS is not required to complete an audit, nor do I instruct BAS to undertake a detailed review of my affairs for BAS to substantiate the accuracy of the information I have supplied BAS, and therefore BAS is not asked to provide any assurance on the income tax return or financial statements.

I acknowledge BAS' work cannot be relied upon to detect error and fraud and any relevant financial statement(s) and income tax return(s) will be prepared at my request and for my purposes only and that BAS will not be liable for any losses, claims or demands by any third party. I have been advised of the basis that BAS charges its fees and I have read BAS' terms and conditions. By signing this document, I agree to be bound by them. Should BAS not receive a signed copy, but I continue to instruct BAS, then I acknowledge that I have accepted the terms and conditions and BAS' terms of business.

Signature	
Name	
Capacity	
Date	

Our Contact Details

Telephone:	09 449 0417
General email:	help@bizadvice.co.nz

Mail: PO Box 33-1082 Takapuna,

Physical address: 2B Aberdeen Road

Campbells Bay Auckland 0622

Auckland 0740

We're committed to providing you with a quality service. If there's a problem, we'd like to know about it and have the chance to fix it. You can call the staff member you've been dealing with or, if you're not satisfied, please speak with our Director, Mark Gwilliam, on 09 449 0417 or email him at markg@bizadvice.co.nz. Please visit our website at www.bizadvice.co.nz for further information and useful articles, newsletters and other resources.

OTHER SERVICES:

If you'd like us to contact you to discuss how else we can help, please select from the following:

Flexible, fixed, monthly payment options to spread the cost of our services and avoid surprises.	
Tailor made fixed fee accounting and GST services – choose from our Lite, Business Insights, Business Growth, and Pro Plus Profit packages.	
Quarterly strategic insight (Virtual CFO) to review your actual results, clarify areas to improve business performance, set 90-day goals and plans to achieve them.	
Tax administration to notify you about pending tax deadlines to help you comply with your tax obligations.	
Risk Advisory Services to help identify and evaluate key business risks and develop strategies to manage them.	
Budgets and Cash Flow Forecasting to help you set and monitor targets to help maximise cashflow and profit.	
Regular financial accounts to help your analyse your business' financial performance.	
Business "Health-Check" to evaluate your business' well-being and provide actionable insights.	
Other	

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