

Business Advisory Accounting & Tax Services Limited
Chartered Certified Accountants and Business Advisors
Established in 2001



Annual Accounting Checklist
Personal
Year Ended 31 March 2025

Name

eMail

Mobile Number

Postal Address



INTRODUCTION

Our primary goal is to provide you with professional, efficient tax preparation and consulting. We understand that gathering all the necessary information for your tax return can feel overwhelming. To help simplify the process, we've designed this checklist to guide you through the steps and ensure we have all the documents and details we need.

HOW THIS CHECKLIST HELPS YOU MINIMISE FEES

Our fees are influenced by several factors, including the complexity of your tax situation, the accuracy and completeness of the information you provide, the level of responsibility and skill required, and the time spent on your engagement.

By providing us with accurate and complete information up front, you help us process your tax return quickly and efficiently, saving both you and us time and money.

Delays in gathering the required information can lead to increased fees, as we may need to pause work on your return while we track down missing information. The more often a job is paused and restarted, the more time is added to the total fees.

HOW TO USE THIS CHECKLIST

This checklist is specifically designed to help prepare your personal income tax return for the year ending 31 March 2025. If your financial year differs from this, please contact us, and we will provide the appropriate checklist.

Once you've gathered the required information, simply follow the checklist. It contains a series of boxes and questions to ensure you provide all the necessary details. If you need any assistance or have questions while filling it out, please feel free to contact us on 09 449 0417.

PROFESSIONAL STANDARDS

As members of the Association of Chartered Certified Accountants, and registered Tax Agents, we are committed to upholding professional and quality control standards. This checklist helps us maintain those standards, ensuring your tax return is processed accurately and in compliance with the relevant regulations.

SPECIFIC CHECKLISTS FOR DIFFERENT ENTITIES

- For Rental Properties: If you operate a rental property, please complete our Rental Property Checklist.
- For Trust: If your business is operated through a trust, please complete our Trading Trust Checklist.
- For Companies: Please complete our Business Checklist.

ACKNOWLEDGEMENT

Completing this checklist is a vital part of the accounting process. When you have gathered all the required information, please schedule an appointment with us, either in person or via a virtual meeting (e.g., Zoom, MS Teams). Alternatively, you can email or mail your information to us.

Once you've completed the checklist, please sign the acknowledgment at the end of this document. We generally process tax returns in the order they are received and typically aim to complete them within four to six weeks. If you have any specific deadlines or time constraints, please let us know so we can prioritise your return.

MEETING PREFERENCES

Please let us know how you'd like to discuss your completed tax return and financial statements. Select one or more options:

	Y	N
In person at our office.	<input type="checkbox"/>	<input type="checkbox"/>
Video call (Skype, MS Teams, etc).	<input type="checkbox"/>	<input type="checkbox"/>
Telephone call.	<input type="checkbox"/>	<input type="checkbox"/>
Email	<input type="checkbox"/>	<input type="checkbox"/>
I won't require a meeting to receive tax advice or advice	<input type="checkbox"/>	<input type="checkbox"/>

FINALISING YOUR TAX RETURNS

Please indicate how you'd like to sign your completed tax return and financial statements. Select as many options as apply:

	Y	N
In person at our office.	<input type="checkbox"/>	<input type="checkbox"/>
Securely signed via Adobe (preferred).	<input type="checkbox"/>	<input type="checkbox"/>
A couriered bound copy.	<input type="checkbox"/>	<input type="checkbox"/>
A posted bound copy.	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: We accept no responsibility for documents lost via courier or post. A courier (with signature required) will be used for packages too large for standard NZ postal delivery.

DISCLAIMER

The information contained in this checklist is for general guidance and does not constitute legal, tax, investment, or other professional advice. While we strive to provide accurate and timely information, we cannot guarantee that the details are accurate as of the date received, or that they will remain accurate in the future.

Before making any financial decisions, we strongly recommend consulting with a professional advisor who understands your specific circumstances.

Business Advisory Accounting & Tax Services Limited, its staff, directors, and contractors do not accept liability for any actions taken based on this information. Please ensure that you seek professional advice before making decisions that may affect your finances.

OBTAIN COPIES OF THIS CHECKLIST

You can download additional copies of this checklist from our website at <https://www.bizadvice.co.nz/resources-insights>. Alternatively, you can request a copy by calling us on 09 449 0417 or emailing us at help@bizadvice.co.nz.

Thank you for choosing Business Advisory Accounting & Tax Services Limited. We value your business and referrals and look forward to assisting you with your tax return. Should you have any questions, don't hesitate to get in touch.

Wishing you all the best for the year ahead!

Mark Gwilliam FCCA
Director



CHECKLIST (Please complete all relevant sections)

Y N/NA

INCOME: Did you receive any income from salary, wages, ACC, WINZ benefits or superannuation? If “Yes”, we will obtain this information directly from IRD.

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OVESEAS REMUNERATION: Did you receive any salary or wages from an overseas employer for which no PAYE was deducted? If “Yes”, attach details.

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NZ INTEREST AND DIVIDENDS: Did you receive any interest, dividends, or PIE during the year? If “Yes”, attach the following:

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- Copies of all Resident withholding tax (RWT) certificates.
- Copies of all dividend statements.
- Details of all PIE income.

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.

RENTAL INCOME: Did you receive any rental income from rental properties, boarders, holiday homes, boats, or aircraft? If “Yes”, please complete a separate rental schedule.

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LAND TRANSACTIONS: Did you buy or sell land during the year, or sell any residential property that you had owned for less than 10 years? If “Yes” to either of these questions, attach details.

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INCOME PROTECTION/DISABILITY INSURANCE: Do you have Income Protection Insurance or Disability Insurance? If “Yes”, attach a copy of the invoice and policy and provide details of the premium paid. _____

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Did you receive an insurance payout to replace lost income? If “Yes”, attach a copy of the payout letters from the insurance company and provide details of sum paid.

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STUDENT LOAN: Do you have a student loan? If “Yes” we will obtain details directly from IRD.

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DONATIONS TAX CREDITS: Would you like us to file your donations tax credits claim? If “Yes”, attach copies of your receipts for the donations you made.

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NEW ZEALAND INVESTMENTS: Did you buy and /or sell shares regularly during the year? If “yes”, attach Investments and share trading statements.

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Have you invested in any term deposits during the year? If “Yes”, attach term deposit statements.

Did you borrow any funds to enable investments during the year? If “Yes”, attach statements for any borrowings.

Did you have any other financial arrangements: bank accounts denominated in foreign currency, deferred settlements, forward contracts for foreign exchange or commodities, transactions that have implied interest rate paid at end transaction, any other financial instrument not mentioned above? If “Yes”, attach related documents.

OVERSEAS INCOME AND FOREIGN INVESTMENTS: During the year ended 31 March 2025, did the trust/estate have any overseas investments (such as shares, unit trusts, etc)? If “Yes”, attach the following”

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- Copies of investment statements
- Copies of income statements
- Details of sale and purchases (dates, sale price, cost, number of units)
- A valuation report of your investment as of 31 March 2024, showing each investment’s cost and market value
- A valuation report of your investment as of 31 March 2025, showing each investment’s cost and market value
- A list of any Australian shares on that valuation report that do not qualify for FIF exemptions
- Copies of financial statements for foreign companies you or your trust controls
- Details of any bank accounts and investments denominated in foreign currencies
- Details of any lump sum pension withdrawals or payouts

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WORKING FOR FAMILIES TAX CREDIT: Did you receive a Family Tax Credit or Child Support during the year, or do you have children under 18 years or who turned 18 years of age during the year that are not financially independent and are at school or a tertiary institution? If “Yes”, please advise if you would like us to complete your tax credit entitlement.

FOREIGN TRUST: Are you a trustee of a Foreign Trust (a Trust where no person who settled property on the Trust has ever been tax resident in New Zealand)? Or did you make a settlement on a Trust before you became a tax resident in New Zealand? If “Yes” we will contact you for any further details that may be required.

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EMPLOYEE SHARE PURCHASE AGREEMENTS: Did you participate in an Employee Share Purchase Scheme or Arrangement operated by your present or past employer? If “Yes”, attach the following: ☐ ☐

- Full details of the plan and any shares issued to you, any share option you have received and proceeds from the sale of those options.
- The Market Value of the shares when they vested with you.
- Details of any amounts paid by you for the shares.
- The date the tranche of shares was granted to you pending future vesting.
- The date the tranche of shares vested with you.

OTHER INFORMATION AND MATTERS: Are there any other matters we should be aware of? If “Yes” please use the space below to provide details. ☐ ☐

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LOOKING FORWARD: To assist with future tax planning, please tell us about any relevant plans for the next 12 months, things such as: plans for any future private lending (e.g. mortgage), plans to invest in property, changes to other income (e.g. maternity leave, redundancy, etc).

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END OF CHECKLIST



PRIVACY ACT AUTHORITY

I authorise Business Advisory Accounting & Tax Services Limited (BAS) and any of its resources and personnel to act as our tax agent with Inland Revenue (IRD) and Accident Compensation Corporation (ACC) on all matters relating to ALL tax types (except child support).

This authority extends authority to BAS personnel to discuss and make enquiries verbally or in writing to IRD and ACC regarding my/our tax affairs; and to obtain and access information via telephone, info express, or online services provided by IRD and ACC. I may revoke this authority in writing to BAS at any time.

I accept full responsibility for the information supplied to BAS and acknowledge that BAS nor any of its personnel accept responsibility for the reliability, accuracy, or completeness of the information I supply.

I further acknowledge that BAS nor any of its personnel accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred because of placing reliance on the compiled financial information.

I acknowledge BAS and its personnel will have full access to data held by IRD and ACC and will be able to modify my details (including mailing addresses) relating to the tax types I am linked for.

I acknowledge BAS may occasionally receive refunds to its Client Monies Trust Account. I authorise BAS to deduct any outstanding fees prior to depositing any balance to my nominated bank account.

I have been advised of how BAS charges its fees and have read BAS' terms of business. 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 I have accepted BAS' terms of business.

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.

ACKNOWLEDGEMENT

Signature

Name

Date

OUR CONTACT DETAILS

Telephone: 09 449 0417

General email: help@bizadvice.co.nz

Mail: PO Box 33-1082, Takapuna, Auckland 0740

Physical address: 2B Aberdeen Road
Campbells Bay
Auckland 0622

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.