Lynch Phibbs
Limited

CHARTERED ACCOUNTANTS

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2010 PERSONAL TAXATION CHECKLIST

We require the following information to accurately complete your Income Tax Return.

Name:	....	IRD Number:	....
Home Phone No:	....	Business Phone No:	....
Mobile Phone No:	....	Fax Number:	....
Email:	....	Balance Date:	....

1 **Summary of earnings / personal tax summary** (IR544/IR537 or IR538) ❑ **N/A**

The IRD usually forwards these to us as your tax agent. Should you have received any of these forms please enclose them with your records

Did your earnings in the year include any redundancy payments? If so, provide details of any redundancy tax credits claimed.

2 **Tax treatment of financial arrangements** ❑ **N/A**

Please provide details of any 'financial arrangements' (e.g. government and local body stock, futures, commercial bills, corporate bonds , capital notes, etc) purchased or sold during the year

Type	Issuer	Amount	Term	Rate	Purchase/Sale Price
					P / S
					P / S
					P / S

3 **Required disclosure of interest in a foreign company, unit trust, superannuation scheme or life policy** ❑ **N/A**

If you held rights or an interest/shares in any of the above foreign entities at any time during the year, the following information is required:

- Name of foreign company or fund
- Country of residence
- Nature of interest held (e.g. shares, units, superannuation, insurance)
- Date of interest acquired / disposed
- Details of income received

4 Investments - shares and deposits

☐ N/A

a Deposits

Please provide:

- Year end statements for all deposits held by the business at balance date.
- Certificates summarising annual interest earned, and RWT deducted for each deposit.

b Shares

Please provide:

- Details for any share purchases or sales by the business during the year.

  These details need to include the price, number of shares traded and date of sale/purchase.
- Dividend statements for any dividends received during the year.

c Portfolio Investment Entities

Please:

- Provide details of any investments in New Zealand Portfolio Investment Entities (PIEs) that were acquired in the year or converted into PIEs during the year.
- Advise the Portfolio Investor Rate as notified to any PIE manager in the year.
- Provide copies of all distribution summaries received from PIE managers.

d Portfolio Summary Reports

If you use an investment manager or advisor, please provide a copy of any portfolio summary reports received in respect of the year.

5 Offshore equity investments

☐ N/A

Offshore equity investments may now be subject to tax under the Fair Dividend Rate (FDR) method of measuring income. Complex calculations may be required, although these may have been done for you already and summarised in a portfolio summary report provided by an investment manager or advisor.

Please provide us with details of:

- All foreign equities owned during the year (name of entity, country of residence, number of shares/units, etc);
- Their cost price if acquired during the year or market value as at the start of the year if already owned;
- Any income distribution or sale proceeds received.

Alternatively, if you would like to use our spreadsheet template to help calculate the extent of any FDR income, please contact us.

6 Offshore investments/loans

☐ N/A

Please provide details and documentation for all bank accounts denominated in foreign currency and all off-shore investments and loans other than those mentioned in question 5.

7 Working for Families / changes

☐ N/A

If you or your partner started or stopped receiving Family Assistance during the year for any children, please advise:

a Name of child ....

b Date of birth ....

c Date family assistance began / ceased ....

d Reason (e.g. left school, child born, etc) ....

e Please attach your IR541 ☐ N / A

8 Rental income

☐ N/A

Please attach full details of the address of the property, rent received, number of months let or available to let and any expenses incurred (bank fees, insurance, interest, legal fees, rates, repairs and maintenance etc). Where you have earned rental income previously we have attached **Schedule A** for you to complete.

9 Other income

☐ N/A

Any other income, (e.g. royalties, share of partnership/trust/estate income, overseas income, income from share or property dealing, business or self-employed income, shareholder employee salary, taxable Maori authority distribution, etc)

....

....

10 Deductible Expenses

☐ N/A

Please attach details of expenses incurred in earning income (e.g. commissions, loss of income insurance, ACC levies, interest on loans used to acquire investments, etc)

Remember to include expenses incurred in relation to any withholding income.

....

....

11 Loss from Loss Attributing Qualifying Companies ❑ **N/A**

Company	Shareholding %	Share of net loss
		$
		$
		$

12 Donations and child / housekeeper rebate ❑ **N/A**

Please ensure you complete the form sent directly to you by the Inland Revenue Department.

Should you require us to complete the claim form please forward all receipts.

Please indicate if you made any donations via Payroll Giving in the year. YES / NO

13 Provisional Tax ❑ **N/A**

If you are a provisional taxpayer and are aware of any matters that may cause your 2011 residual income tax to be significantly different from your 2010 position, please advise details.

14 Solicitors Details ❑ **N/A**

Please provide us with the details of your current solicitor / lawyer

Name: ______________________ Firm: ______________________

15 Bank account details

In the event that you are to receive a rebate or taxation refund, please provide us with bank account details for these to be direct credited to. A direct credit will ensure that you receive your refund as early as possible.

Taxation Refund:

Bank Name: .... Bank Branch: ....

Account Name: ....

Account Number: ☐☐ - ☐☐☐☐ - ☐☐☐☐☐☐☐ - ☐☐☐

Rebate Claim: (please fill out if using a different account as the account above)

Bank Name: .... Bank Branch: ....

Account Name: ....

Account Number: ☐☐ - ☐☐☐☐ - ☐☐☐☐☐☐☐ - ☐☐☐

16 Instructions / Authorisation for Lynch Phibbs Ltd

I instruct Lynch Phibbs Limited to prepare my tax return for the 2010 financial year. I undertake to supply all information necessary for this engagement and to be responsible for the accuracy and in the expression by you of an opinion on the tax return summary or related schedules insofar as third parties are concerned.

Authorisation to obtain information subject to the Privacy Act

I authorise Lynch Phibbs Limited to communicate with the appropriate bankers, solicitors, finance companies and other persons or organisations to obtain such further information as is required to carry out the above engagement.

Signature: .... Date: ....

17 Notes