UHY Haines Norton
Chartered Accountants

2009 PERSONAL CHECKLIST

Update of Personal Details

Name			
Postal Address			
Physical Address			
Email Address			
Home Phone		Fax	
Work Phone		Mobile	
Full Name of Partner			

Please take the time to complete this checklist as it is a very important part of the accounting process. It helps to:

- Identify and provide the information we need to prepare your return of income.
- Minimise the queries from us during the preparation of your return of income.

It also helps us meet the quality control standards that are required of us as members of the New Zealand Institute of Chartered Accountants.

This checklist is in several parts as detailed below. Please complete all of the compulsory sections. The other sections only need to be completed if they apply to your business.

Section		Status
Update Personal Details *(above)*	Page 1	**Compulsory**
Authority	Page 2	**Compulsory**
Personal Information Checklist	Page 3 – 5	**Compulsory**
Rental Schedule	Form A	If Applicable

Please sign the Authorisation on page 2 as this authorises us to contact necessary organisations, for example your bank or insurance company, to obtain information that is required to complete your accounts or taxation returns.

Authorisation

1 We have read and signed the terms of engagement and trade.

2 We confirm that the information supplied to you is accurate and complete in all respects.

3 We hereby authorise UHY Haines Norton (Auckland) Ltd to seek any additional information they may require for the purpose of preparing our financial statements and statutory requirements with the Inland Revenue and Registrar of Companies, from our Solicitor, Advisor, Employees, Bank or other financial institution and we hereby also authorise our Solicitor, Advisor, Employees, Bank or other organisation to supply such information.

4 We confirm for the purposes of the Privacy Act 1993 that the information contained in this questionnaire has been provided to UHY Haines Norton (Auckland) Ltd to enable them to fully advise and assist us in the management of our financial affairs and authorise UHY Haines Norton (Auckland) Ltd to utilise that information for that purpose in such manner as they may consider appropriate including, by way of example and not limitation, the preparation and completion of annual accounts and income tax returns, the provision of information to our banks, solicitors or other advisers

5 We authorise UHY Haines Norton (Auckland) Ltd to act as our tax agent for all tax types and acknowledge that this will give access to our tax information held by the Inland Revenue Department.

6 We advise you not to complete an audit or review. We accept responsibility for the accuracy and completeness of all records and information supplied to you.

7 If the signed Income Tax Return declarations are not received back in your office within 30 days, you may assume that we have signed the returns and you may file them with the Inland Revenue Department.

Signed: ______________________________

Date: ______________________________

For: ______________________________

Client name

____

Name and position of person signing

Personal Information Checklist

		Self	Spouse/Partner
1	**Income** Did you receive any income from salary, wages, ACC, social welfare benefits or superannuation? If you received a "Summary of Earnings" or "Personal Tax Summary" from the IRD please forward this to us. However, in most instances the IRD will send this direct to us as your tax agent.	Yes / No	Yes / No
2	**Rebate Information** If you were employed or self employed, how many weeks of the year were you in employment for at least 20 hours per week?	__________	__________
3	**Interest and/or Dividend Income** Did you receive interest and/or dividends during the year? **<u>If yes</u>**, please provide - • A copy of all Resident Withholding Tax certificates received. • A copy of all Dividend statements received for all NZ and overseas investments. • Details of all PIE income ***If your total investments exceed $1 million or your investment earnings were $100,000 or more, please provide details of all your investments.(see question 21)***	Yes / No Yes Yes Yes	Yes / No N/A N/A N/A
4	**Business Income** Did you receive any business income from self employment, partnership or shareholder salary **<u>If yes</u>**, please provide details.	Yes / No	Yes / No
5	**Trust, Estate or Overseas Income** Did you receive any other income, for example from, estates or trusts, overseas, annuity or pension? **<u>If yes</u>**, please provide details including details of any tax paid on your behalf.	Yes / No	Yes / No
6	**Other Income** Did you receive any other income e.g. grants, royalties, cash tips etc? **<u>If yes</u>**, please provide details on a separate sheet.	Yes / No	Yes / No
7	**Rental Income** Did you receive any rental income in your personal name? **<u>If yes</u>**, please complete the rental schedule form A (attached). (For companies our *Business Checklist* needs to be completed.)	Yes/No	Yes / No
8	**Income Protection/Disability Insurance** Did you have Income Protection or Disability Insurance? **<u>If yes</u>**, please attach a copy of the invoice and policy or provide details of the premium paid	Yes / No $_________	Yes / No $_________
9	**ACC payments** Did you make payments to ACC? **<u>If yes</u>**, please provide a copy of the invoices	Yes / No	Yes / No
10	**Student Loan** Did you have a student loan during the year? If yes, please provide the following • Student loan statements received from the IRD • On the statements mark any payments voluntary or otherwise	Yes / No	Yes / No

		Self	Spouse/Partner
11	**Donations, Creche & Housekeeper rebates** Would you like us to file a rebate claim on your behalf? **<u>If yes</u>**, please provide the following • Receipts for donations made • Details of Creche and Housekeeper payments • Bank account details for the account you would like your rebate direct credited to:	Yes / No	Yes / No
12	**Business use of Home** Did you use your home for an income earning purpose *(e.g. rental or business administration)?* **<u>If yes</u>**, please complete the following • Period used for income earning purposes from: • Total size of house + shed + garage in m^2 • Area used for personal living in m^2 • Area used as office in m^2 • Area used as office/storage in m^2 **Home Expenses** *List any property expenses incurred during the year.* • Bank Loan Fees • Interest on Mortgage • Insurance – Dwelling & Contents • Power / Gas • Rates and Water Rates • Rent • Repairs and Maintenance • Other (please specify – use a separate sheet if necessary) Details ______________________________	Yes / No __________ ________ m^2 ________ m^2 ________ m^2 ________ m^2 $__________ $__________ $__________ $__________ $__________ $__________ $__________ $__________	Yes / No to: __________
13	**Share Trading** Did you buy or sell shares regularly during the year? **<u>If yes</u>**, please provide details on a separate sheet.	Yes / No	Yes / No
14	**Investments/Term deposits** Have you made or disposed of any investments/term deposits during the year? **<u>If yes</u>**, please provide details on a separate sheet	Yes / No	Yes / No
15	**Investment Borrowing** Did you borrow money for your investments during the year? **<u>If yes</u>**, please provide details on a separate sheet.	Yes / No	Yes / No
16	**Land Transactions** Did you buy or sell land during the year? **<u>If yes</u>**, please provide details on a separate sheet.	Yes / No	Yes / No
17	**Overseas Investments the Foreign Investment Fund [FIF] regime** Did you have any overseas investments during the year? **<u>If yes</u>**, please provide full details including • Copies of investment statements • Copies of income statements • Details of sales and purchases (date, sale price, cost, no. of units) • A valuation report of your investments at **this** year end (i.e. at 31 March 2009) showing each investment's cost and market value • A valuation report of your investments at **previous** year end (i.e. at 31 March 2008) showing each investment's cost and market value. • A list of any Australian share on that valuation report that doesn't qualify for the FIF exemption.	Yes / No	Yes / No

		Self	Spouse/Partner
18	**Spouse/Partner's income (for working for families purposes)** If we **<u>do not</u>** prepare your spouse/partner's return please advise the following Amount of Spouse/Partners Income $ Spouse/Partners IRD No:	__________ __________	
19	**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? **<u>If yes</u>**, please provide details below Name of Child | IRD Number ____________________ | __________ ____________________ | __________ ____________________ | __________ ____________________ | __________ ____________________ | __________ Shared Custody. How many days per week do you have custody? In Work Payment. Average number of hours worked per week	Yes / No Date of Birth ________ ________ ________ ________ ________ _____ _____	Yes / No Date left school ________ ________ ________ ________ ________ _____ _____
20	**Child Support** Did you pay any Child Support during the year? **<u>If yes</u>**, please advise the total amount paid for the year	Yes / No $ ________	Yes / No $ ________
21	**Financial Arrangements** Are you an individual with investments GREATER THAN $1,000,000 or investment income GREATER THAN $100,000? **<u>If yes</u>**, please provide details of • Bank accounts denominated in a foreign currency • Deferred settlements • Forward contracts for foreign exchange or commodities • Business transactions that have an implied interest rate not payable or receivable until the end of the transactions • Any other financial instrument not mentioned above	Yes / No	Yes / No
22	**Foreign Trusts** Are you a Trustee of a Foreign Trust (a Trust where no person who has settled property on the Trust has ever been resident in New Zealand)? **<u>If yes</u>**, please provide details of • The name of the Trust and the settlement date *We will contact you for further details.*	Yes / No	Yes / No

PLEASE CHECK that you have signed the authorisation on page 2.

Thank you for taking the time to complete this checklist.

FORM A

Rental Schedule

Client Name ____

Address of Property ____

Period the property was available for rent From: ___________ To: ___________

Period the property was rented ___________ months / weeks *(delete one)*

Total Rents received [ ]

Property Expenses:

Advertising	
Bank Charges	
Body Corporate fees	
Insurance	
Interest	
Lawn & Grounds Maintenance	
Legal Fees	
Loan Fees	
Mortgage Repayment Insurance	
Property Management Fees	
Rates and Water Rates	
Repairs and Maintenance	
Telephone expenses	
Travel Expenses	
Valuation Fees for Refinancing	
Other Expenses (provide details if amount is significant)	

Please attach or include with your information:

- Total Kilometres traveled for rental property purposes [ ]
  and cc rating of your vehicle [ ]
- Solicitor's settlement statements for property purchased and/or sold during the year
- Invoices for assets purchased or sold during the year
- Property Management statements
- Independent or Government Valuations of property purchased during the year
- Loan/Mortgage statements
- Copies of invoices for legal fees
- Invoices for repairs over $500
- Chattels Valuation if available

Please list totals of the income and expenses for the year above ***OR*** *provide copies of your rental bank account statements and details of all deposits and withdrawals for the year.*