

## 2023 PERSONAL CHECKLIST

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 financial accounts.
- Minimise the queries from us during the preparation of your financial accounts.
- Ensure we can complete your financial accounts without delay.

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

### UPDATE OF DETAILS

Name:	_____		
Nature of Business:	_____		
Postal Address:	_____		
	_____		
Email Address:	_____		
Mobile Phone:	_____	Work Phone:	_____
Home Phone:	_____	Main Contact Person:	_____

### PERSONAL INFORMATION CHECKLIST

<b>1.</b>	<p><b>Income</b></p> <p>Did you receive any income from salary, wages, ACC, WINZ benefits or superannuation?</p> <p>Note: we will get this information directly from IRD</p> <p>Did you receive any salary or wages from an overseas employer for which no PAYE was deducted? If Yes, please provide details.</p>	Yes	No
<b>2.</b>	<p><b>Interest and/or Dividend Income or PIE Income</b></p> <p>Did you receive any interest and/or dividends during the year?</p> <p>If Yes, please provide:</p>	Yes	No

	<ul style="list-style-type: none"> <li>• Copies of all Resident Withholding Tax Certificates.</li> <li>• Copies of all Dividend Statements received for all NZ and overseas investments.</li> <li>• Details of all PIE income.</li> </ul>		
<b>3.</b>	<p><b>Business Income</b></p> <p>Did you receive any business income from self-employment or partnership?</p> <p>If Yes, please provide details, or complete our Business Checklist.</p>	Yes	No
<b>4.</b>	<p><b>Trust, Estate, Company, Overseas Retirement Savings or Other Overseas Income</b></p> <p>Did you receive any other income or distributions? For example from: shareholder salaries, estates or trust (NZ or overseas), overseas annuity, cash-up or transfer for an overseas superannuation fund or overseas pension?</p> <p>Do you still have retirement savings or other savings outside NZ? (you may want to consider early migration of your retirement savings to NZ to avoid significant NZ tax in the future).</p> <p>If Yes, to either of these questions, please provide details including details of any tax paid on your behalf.</p>	Yes	No
<b>5.</b>	<p><b>Other Income</b></p> <p>Did you receive any other income e.g. Grants, royalties, cash tips or special one-off payments, or did you acquire, dispose of, use for purchases, or exchange any crypto assets/currencies?</p> <p>If Yes, please provide details on a separate sheet.</p>	Yes	No
<b>6.</b>	<p><b>Rental Income</b></p> <p>Did you receive any rental income in your personal or joint names?</p> <p>If Yes, please complete a separate rental schedule for each asset.</p>	Yes	No
<b>7.</b>	<p><b>Income Protection/Disability Insurance.</b></p> <p>Do you have Income Protection Insurance or Disability Insurance?</p> <p>If Yes, please provide a copy of the invoice and policy or provide details of the premium paid here: \$ _____</p>	Yes	No
<b>8.</b>	<p><b>Student Loan</b></p> <p>Do you have a student loan?</p> <p>Note: we will receive this information directly from IRD.</p>	Yes	No

<p><b>9.</b></p>	<p><b>Donations Tax Credits</b></p> <p>Would you like us to file your Donations Tax Credits claim?</p> <p>If Yes, please provide the following:</p> <ul style="list-style-type: none"> <li>• Receipts for donations made</li> <li>• Details of the bank account you would like your Tax Credits direct credited to: _____</li> </ul>	<p>Yes</p>	<p>No</p>
<p><b>10.</b></p>	<p><b>Land Transactions</b></p> <p>Did you buy or sell land during the year?</p> <p>Did you sell any residential property that you had owned for less than 10 years?</p> <p>If Yes, please provide details on a separate sheet.</p>	<p>Yes</p> <p>Yes</p>	<p>No</p> <p>No</p>
<p><b>11.</b></p>	<p><b>Overseas Investments (the Foreign Investment Fund [FIF] regime and Controlled Foreign Company [CFC] regime)</b></p> <p>Did you have any overseas investments during the year? (including overseas pension funds even if they are not yet paying out)</p> <p>If Yes, please provide:</p> <ul style="list-style-type: none"> <li>• Copies of investments statements.</li> <li>• Copies of income statements.</li> <li>• Details of sales and purchases (date, sale price, cost, no. of units).</li> <li>• A valuation report of your investments at <b>this</b> year end showing each investments <b>cost</b> and <b>market value</b> as at 31 March 2023.</li> <li>• A valuation report of your investments at <b>previous</b> year end (i.e. at 31 March 2022) showing each investment's <b>cost</b> and <b>market value</b>.</li> <li>• A list of any Australian shares on that valuation report that do not qualify for the FIF exemption.</li> <li>• Details of any lump sum pension withdrawals of pay-outs.</li> <li>• Copies of financial statements for foreign companies you control.</li> </ul>	<p>Yes</p>	<p>No</p>
<p><b>12.</b></p>	<p><b>Working For Families Tax Credit</b></p> <p>Did you received 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?</p> <p>If Yes, would you like us to complete your tax credit entitlement?</p> <p>If Yes, please complete a separate working for families worksheet.</p>	<p>Yes</p> <p>Yes</p>	<p>No</p> <p>No</p>

<b>13.</b>	<p><b>Foreign Trusts</b></p> <p>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)?</p> <p>If yes, please provide details of the name of the Trust and the settlement date:</p> <p>_____</p> <p>(we will contact you for any further details that may be required)</p> <p>Did you make a settlement on a Trust before you became a tax resident in New Zealand? (we will contact you for any further details that may be required)</p>	Yes	No
<b>14.</b>	<p><b>Employee Share Purchase Arrangements</b></p> <p>Did you participate in an Employee Share Purchase Scheme or Arrangement operated by your present or past employer?</p> <p>If Yes, please provide the following:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• The Market Value of the shares when they vested with you.</li> <li>• Details of any amounts paid by you for the shares.</li> <li>• The <b>date</b> the tranche of shares was <b>granted to you</b> pending future vesting.</li> <li>• The <b>date</b> the tranche of shares <b>vested with you</b>.</li> </ul>	Yes	No
<b>15.</b>	<p><b>Other Matters</b></p> <p>Are there any other matters we should be aware of? If Yes, supply details below (or on a separate sheet if necessary):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	Yes	No
<p>I confirm that the information provided within this checklist is true and correct and the checklist has been completed to the best of my ability:</p> <p>Signature: _____ Date: _____</p>			