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| logo  *Chartered Accountants and Business Advisors* | **3 Owens Road, Epsom, Auckland 1023**  **PO Box 28 898, Remuera, Auckland 1541**  **Phone 09 623 7770 www.laydodd.co.nz** |

**CHECKLIST FOR FINANCIAL STATEMENTS/TAX RETURNS**

The list below helps identify information that we require to prepare your financial statements and/or tax returns.

***The boxes are interactive. Please click and fill in the relevant boxes, save and email back to us (or print out and complete manually).***

Details together with supporting documents can be sent to your Manager by email or by post to our office.

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|  |  | **Yes** | **No** |
| **1** | Access to cloud data (Xero/ MYOB), Backup of desktop data (MYOB Cashbook/ MYOB Essentials/QuickBooks), Manual Cashbook (written or computerised) |  |  |
| **2** | Bank and credit card statements for the financial year, for **ALL** business/rental bank accounts/credit cards. If bank data is provided through Banklink or in 1 above, please enclose last bank statement only to confirm year-end balance. |  |  |
| **3** | Loan/Mortgage Statements for the financial year |  |  |
| **4** | GST returns and workings for each GST period |  |  |
| **5** | PAYE returns (IR345 and IR348), FBT returns and workings |  |  |
| **6** | Accounts Receivable (Debtors) at year end |  |  |
| **7** | Accounts Payable (Creditors) at year end |  |  |
| **8** | Stock on Hand at year end |  |  |
| **9** | Assets purchased or sold during the year (include invoices, hire-purchase agreements, lease agreements, trade-in details and legal statements) |  |  |
| **10** | Property purchased/sold (include sale/purchase agreement and lawyers settlement statements) |  |  |
| **11** | Private use of business assets (e.g. vehicles used, goods taken, private and business shared expenses), business use of private assets |  |  |
| **12** | Home office expenses (for area set aside principally for use as an office/storage or as an apportionment). You can claim power, rates, phone/internet (not Sky), house insurance, mortgage interest/rent, water rates |  |  |
| **13** | Interest and Withholding Tax Certificates |  |  |
| **14** | Dividend Statements (including Taxable Bonus Issues and Shares in lieu of Dividends) |  |  |
| **15** | Managed Fund Portfolio Reports (including Tax Report and 31 March 2018 Valuation Report) |  |  |
| **16** | Income from a Partnership/Company/Joint venture/Estate/Trust/Maori Authority |  |  |
| **17** | Rental statement(s) from property manager - Monthly plus Year End Summary |  |  |
| **18** | Overseas Income/Distributions/Gifts received |  |  |
| **19** | Overseas Investments (bank accounts/term deposits/superannuation funds/mortgages/rental properties/shares/trusts/estates/other assets or investments) |  |  |
| **20** | Any other income, with or without tax deducted at source |  |  |
| **21** | Original donations receipts (to complete donations tax credit claim) |  |  |
|  |  |  |  |

I undertake that I have supplied all information necessary to prepare my financial statements and tax returns for the tax period ending 31 March 2018.

With reference to the terms of the original Engagement letter signed by me, you are authorised to act as my tax agent, ACC agent and to communicate with my bankers, solicitors, finance companies and any other third parties, to obtain such information as you require to complete the above assignments.

**Name:** Click or tap here to enter text.

**Date:** Click or tap to enter a date.