

# James Bell Accounting Limited

Chartered Accountants and Business Advisors

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## 2017 PERSONAL INCOME TAX RETURN

### CHECK LIST FOR DOCUMENTS AND INFORMATION REQUIREMENTS

TAX PAYER'S NAME: ..... IRD No: .....

ADDRESS: .....

..... PHONE No: .....

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	<u>I HAVE RECEIVED</u>	<u>DETAILS ARE ATTACHED</u>
		<b>TICK = YES</b>
<b>1. <u>SOURCE DEDUCTED INCOME</u></b>		
- National Superannuation	YES/NO	{ }
- Veteran's pension	YES/NO	{ }
- Family Support	YES/NO	{ }
- Unemployment Benefit	YES/NO	{ }
- Accident Compensation	YES/NO	{ }
- Family Support Payments	YES/NO	{ }
- <u>Other</u> Source Deduction Payments	YES/NO	{ }
<b>2. <u>INTEREST</u></b>		
(a) Interest earned in New Zealand		
- Please provide details of source and amount and resident withholding tax deductions.		{ }
(b) Interest earned overseas		
- Please provide full details of source, gross amount, date interest received, withholding tax deducted. Payment Advice notices are required to claim back any overseas tax paid.		{ }

**3. DIVIDENDS**

- (a) Dividends earned in New Zealand
  - Please provide details of source, gross dividend, imputation credit, withholding payment credit and resident withholding tax deducted. { }

**NOTE: Please remember to include dividend warrants from power supplier.**

- (b) Dividends earned overseas
  - Please provide full details of source, gross dividend, date dividend received and withholding tax deducted - dividend advice forms are required. { }

**Bonus Issues of shares received in lieu of dividends are now taxable - we therefore require details of these also.**

**4. RENTAL INCOME**

Details of rental income during the year

- Rentals received \$ .....
- Address of property

.....

- Period of rental: ...../...../..... to ...../...../.....  
If part year state reason why.

- Cost of buildings (excluding land) \$ .....

- Rental Expenses:
  - Insurance \$ .....
  - Mortgage Interest \$ .....
  - Rates \$ .....
  - Repairs & Maintenance \$ .....
  - Other - Specify \$ .....

In the instance where you consider it pertinent, I authorise you to prepare rental statements on a Special Purpose reporting basis to comply only with the requirements of the Income Tax Act from the information and records I have supplied to you. I advise you not to complete an audit or review. I accept responsibility for the accuracy and completeness of all records and information supplied to you.

Rental statements prepared on the Special Purpose reporting basis by you will carry the following disclaimer:

**ACCOUNTANTS' DISCLAIMER STATEMENT** - Disclaimer of Liability

On the basis of information you provided we have compiled, in accordance with Service Engagement Standard No. 2: Compilation of Financial Information, the financial statements of ..... for the period ended 31<sup>st</sup> March 2017. As described in Note 1 to the financial statements, these financial statements are a special purpose report, for internal management and taxation purposes only.

Signed:.....

Dated: .....

**5. OTHER INCOME**

**Trust/Estate Income**

- Attach Accountants/Solicitors Advice Notice YES/NO { }

**Partnership Income Share**

- Attach **FULL** details of your income share YES/NO { }

**Proceeds from Sale of Land & Buildings**

- Full details of all amounts received YES/NO { }

**All Other Sundry or Abnormal Income Items**

- List full details YES/NO { }

**6. FOREIGN INCOME/INVESTMENTS**

**Interest/Investments in any Foreign Company/  
Trust/Unit trust or Insurance Policy or  
Superannuation Schemes**

YES/NO { }

**Income Tax Deductions or Payments made  
Overseas**

- Full details are required YES/NO { }

- Do your total foreign shares, Superannuation and/or Unit Trust investments exceed NZ\$50,000 in value (including PIE Income)? If so, please contact us urgently.

**7. TAX CREDITS (previously called Rebates)**

(Note – This return is now filed separately on IR 526)

**DONATIONS PAID**

(attach **All** receipts - includes donations to integrated schools)

YES/NO { }

Please provide bank account details for your IRD rebate to pay directly into your bank account. Bank a/c number: \_\_\_\_\_

**8. FAMILY TAX CREDIT (previously called Family Support)**

This could be available. Ensure FULL details of what you received and your children's names and ages are provided as above.

YES/NO { }

CHILD'S NAME	DATE OF BIRTH	FINISHED SCHOOL
.....	...../...../.....	...../...../.....
.....	...../...../.....	...../...../.....
.....	...../...../.....	...../...../.....

**9. SPOUSE INFORMATION**

Spouse's Name .....

Spouse's IRD Number .....

Spouse's Income (if known) \$ .....

**10. STUDENT LOANS**

Please advise if you have a student loan. YES/NO { }

**NOTE: PLEASE DETAIL ANY OTHER MATTERS OR ITEMS THAT WE SHOULD  
BE MADE AWARE OF IN ORDER TO CORRECTLY PREPARE YOU  
INCOME TAX RETURN.**

.....  
**(Signature)**

.....  
**(Date)**

**The information provided above is a full and complete disclosure of my income and expenditure for the purpose of preparing my Income Tax Return.**