Personal Tax Return
2020 END OF FINANCIAL YEAR CHECKLIST

Your Full Name: ____

Financial Year Ending: 31st March 2020 **IRD Number:** ______________________

Are you GST Registered? (Tick one) ❑ **Yes** ❑ **No**

The objective of this checklist is to ensure that we have all relevant information to complete the financial statements and tax returns for your personal tax return.

Please answer ALL of the questions.

If you are unsure of any of the questions or information that you need to supply then please give me a call or send an email to jamie@e3accountants.co.nz.

Personal Income

1. Salary and Wages

Did you receive any salary or wage income from 1st April 2019 to 31st March 2020?

❑ **No** → Go to next numbered section heading

❑ **Yes** → Go to next numbered section heading (we can find the details)

2. Income from Self-Employment

Did you receive any self-employed income from 1st April 2019 to 31st March 2020?

❑ **No** → Go to next numbered section heading

❑ **Yes** → Please provide details of this income ❑ Included

3. Interest and Dividends

Did you receive any income from interest or dividends from 1st April 2019 to 31st March 2020?

❑ **No** → Go to next numbered section heading

❑ **Yes** → Please provide dividend and interest certificates or complete portfolio reports from you financial advisor (or their contact details) ❑ Included

4. Trust and Estate Income

Were you allocated beneficiary income from a trust or estate that E3 does not prepare the returns for?

❑ **No** → Go to next numbered section heading

❑ **Yes** → Please provide details of this income ❑ Included

5. Shareholder Salary

Did you receive any shareholder salary from a business from 1st April 2019 to 31st March 2020 that E3 doesn't prepare the returns for?

❑ **No** → Go to next numbered section heading

❑ **Yes** → Please provide details of this income ❑ Included

6. Rental Income

Did you receive any rental income from 1st April 2019 to 31st March 2020?

❑ **No** → Go to next numbered section heading

❑ **Yes** → Please ensure you have completed the Rental Checklist for 2020 (This checklist is available on the same web page you found this checklist) ❑ Included

7. Partnership Income

Did you receive any partnership income from 1st April 2019 to 31st March 2020?

❑ **No** → Go to next numbered section heading

❑ **Yes** → Please either:

- Provide details of this income ❑ **Included**

OR

- Indicate if E3 prepares the return(s) for the partnership(s) ❑ **E3 prepares**

8. Overseas Income

Did you receive any overseas income from 1st April 2019 to 31st March 2020 that have not been included on any other checklist you have prepared for E3?

(This includes foreign investments, overseas property, shares, deposits, super schemes, pensions, insurance and bank accounts.)

❑ **No** → Go to next numbered section heading

❑ **Yes** → Please provide details of this income ❑ **Included**

9. Portfolio Investment Entity (PIE) Income

Did any of your income from 1st April 2019 to 31st March 2020 come from a Portfolio Investment Entity (Commonly called 'PIE Income')?

❑ **No** → Go to next numbered section heading

❑ **Yes** → Please provide details of this income ❑ **Included**

10. LTC/LLP Income

Did you have any profit or loss from a Look Through Company (LTC) or Limited Liability Partnership (LLP) attributed to you personally from 1st April 2019 to 31st March 2020?

❑ **No** → Go to next numbered section heading

❑ **Yes** → Please either:

- Provide details of this income ❑ **Included**

OR

- Indicate if E3 prepares the return(s) for the LTC/LPP ❑ **E3 prepares**

11. Other Income

Did you receive any income from 1st April 2019 to 31st March 2020 from any other source not already mentioned?

❑ **No** → Go to next orange section heading

❑ **Yes** → Please provide descriptions and details of this income below

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Working for Families

From 1st April 2019 to 31st March 2020 did you have any children under 18 years of age who were still at school and financially dependent?

❑ **No** → Go to next section heading 'Miscellaneous Items'

❑ **Yes** → Go to next numbered section heading

12. Child/Children Details

Name	Date of Birth	IRD Number

13. Change of Circumstances

Did any of your family circumstances change during the year?
(This would include things like shared custody arrangements, change in relationship status, children moving back in with you or away from home etc.)

❑ **No** → Go to next numbered section heading

❑ **Yes** → Please give a brief summary below:

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14. Spouse/Partner Income

Did you have a spouse/partner at any time from 1st April 2019 to 31st March 2020?

❑ **No** → Go to next numbered section heading

❑ **Yes** → Please either:

- Indicate if E3 prepares this individual's return ❑ **E3 prepares**

OR

- Provide details of their income below ❑ **Included**

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15. Student Loans and/or Student Allowances

Did any of your children receive a student loan or a student allowance between 1st April 2019 to 31st March 2020?

❑ **No** → Go to next numbered section heading

❑ **Yes** → Please provide details below

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16. Child Support and/or Maintenance

Did you pay or receive any child support and/or maintenance during from 1st April 2019 to 31st March 2020?

❑ **No** → Go to next numbered section heading

❑ **Yes** → Please provide the following:

Maintenance Paid: $ ______________________

Maintenance Received: $ ______________________

17. **Children's** Passive Income

Did any of your dependent children receive passive income over $500?
(Passive income is income not earned by salary and wages, eg: trust income)

❑ **No** → Go to next numbered section heading

❑ **Yes** → Please provide the following:

Child Initials and Amount(s) Earned: ____________________________

Child Initials and Amount(s) Earned: ____________________________

18. Exempt Salary

Did you or any of your children receive any exempt income (e.g: income from UN or OECD)?

❑ **No** → Go to next numbered section heading

❑ **Yes** → Please give a brief summary below:

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19. Other Payments

Did you receive any funds from other sources which are used to meet your usual living expenses (eg: cash from family members or friends)?

❑ **No** → Go to next numbered section heading

❑ **Yes** → Please give a brief summary below:

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20. Non-Resident Spouse/Partner Income

Did you have a non-resident spouse/partner at any time from 1st April 2019 to 31st March 2020?

❑ **No** → Go to next numbered section heading

❑ **Yes** → Please provide details of their income or state if they had none

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21. Non-Taxable Pensions

Did you receive any distributed non-taxable private pension income (eg: Govt. Superannuation Funds)?

❑ **No** → Go to next numbered section heading

❑ **Yes** → Please provide details of this income

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Miscellaneous Items

22. Donations

Do you have receipts for any charitable donations or school donations?

❑ **No** → Go to next numbered section heading

❑ **Yes** → Please provide details of the amount(s) paid and who to.

❑ Included

23. Income Protection Insurance

Did you pay for any income protection insurance?

❑ **No** → Go to next numbered section heading

❑ **Yes** → Please provide details of the amount paid and the type of policy it is (i.e.: if it is a lump sum payout or percentage of wages)

❑ Included

24. Deductible Expenses

Did you incur any expenses while deriving income from sources other than salary and wages?

❑ **No** → Go to next numbered section heading

❑ **Yes** → Please provide details of these expenses

❑ Included

25. Residency

Have you been away from New Zealand for 183 consecutive days or more in the last 24 months?

❑ **No** → Go to next numbered section heading

❑ **Yes** → Please provide departure and/or return dates

❑ Included

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26. Ownership Interests

Do you have an interest in a foreign company, unit trust, life insurance policy or super scheme?

❑ **No** → Go to next numbered section heading

❑ **Yes** → Please provide details of these interests

❑ Included

Other Issues

Inland Revenue no longer issues refund cheques. In case of a refund, what bank account number would you like it sent to?

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Are there any other issues associated to your personal income that we should be made aware of? (For example have you sold or intend to sell any real estate in the next 12 months?)

❑ **No** → Go to the 'Final Note'

❑ **Yes** → Please provide a brief summary

❑ Included

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Final Note

Please attach any queries or questions you need answering, or if you need to bring any activity or transaction that you think this questionnaire has not covered and you feel is relevant.

Good luck and we all hope you had a good year for personal income.

Jamie Tulloch

Managing Director

P.S. Although you will have already signed a general Client Engagement Agreement, the Terms of Engagement below are specific to the accounting work for the 2020 financial year.

Terms of Engagement – you must sign this panel.

- In supplying the information contained on or attached to this checklist, I am requesting that E3 Business Accountants Limited prepare financial statements from the information and records I have provided. An audit or review of the information is not required. I accept responsibility for the accuracy of all information supplied.
- I understand that E3 Business Accountants Limited will prepare Special Purpose Annual Reports in accordance with the standards issued by the New Zealand Institute of Chartered Accountants.
- I give authority for E3 Business Accountants Limited to access any/all accounts I have with Inland Revenue and to act as my tax agent.
- I give authority to E3 Business Accountants Limited to communicate with and obtain information from my bank, finance or leasing company, the IRD or any other relevant organisation in the completion of the annual financial reports
- I undertake to pay all accounting fees as they fall due, either on the 20th of each month or as per the agreed terms and conditions contained within the Fixed Price and Delivery Agreement that will take precedence over payment by 20th of each month.
- I accept that E3 Business Accountants Limited retains the option to charge penalty interest at the rate of 2% per month for any unpaid fees outside their terms of business and charge collection costs, legal fees and any other costs that may result from payment not being made within the agreed terms of trade.
- I accept responsibility for all judgement decisions made in respect of my taxation affairs and will not hold E3 Business Accountants Limited responsible should IRD subsequently challenge any aspects of the tax return.
- I understand fees for preparing my tax return and any related accounting and for all consultations are charged on the basis of the time taken to do my work and the degree of knowledge and skill of your staff members involved in the assignment

Full Name: ____

Client Signature: ______________________ **Date:** ________________

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- CLICK HERE to get us to email you a document you can sign on your phone or tablet