

**CHECKLIST FOR INTERVIEW FOR PREPARATION OF 2022 YEAR'S
FINANCIAL STATEMENTS AND INCOME TAX RETURNS**

CLIENT: _____

BALANCE DATE: _____ **GROUP:** _____

1. INTEREST RECEIVED

Please provide all tax deduction certificates.

2. DIVIDENDS RECEIVED

Please provide all dividend advices.

3. SHARES BROUGHT AND SOLD DURING THE YEAR

Please include details of any alteration in shares owned including any as a result of company restructuring.

4. PIE INCOME

Please provide all annual PIE tax statement advices – we will determine whether this income needs to be included in your tax return.

5. RENTAL INCOME

Please provide full details of rent received, address of property, number of months let or available for letting, and expenses incurred (e.g. bank fees, insurance, interest, rates, repairs and maintenance).

6. SHARES OR UNITS IN A FOREIGN COMPANY OR UNIT TRUST

If you hold shares or units in a foreign company or unit trust these may be taxed under the Foreign Investment Fund (FIF) rules.

Please provide the following details for each holding in order for us to determine whether the FIF rules will apply to you:

Name of foreign company or unit trust

Number of shares held at end of income year

Number and value of shares bought and sold during the income year, including dates

Dividends received during the year

7. INVESTMENT PORTFOLIO

Please provide the annual taxation report provided by your financial adviser.

8. FOREIGN SUPERANNUATION

Please provide details of any overseas superannuation or pensions payments received.

9. OTHER INCOME RECEIVED FROM OVERSEAS INVESTMENTS

Please provide details and documentation for all bank accounts denominated in foreign currency and all off-shore non-equity investments and loan.

Please provide details of income received from overseas investment. If any of the income was banked into a New Zealand bank account please advise the exchange rate which it was converted at.

10. OTHER INCOME

Please provide details and documentation of the following:

Business _____
Losses from Look-through Companies _____
Income from Trusts _____
Income from Estates _____
Income from Partnerships or Salaries from Companies (without tax deducted at source) _____

11. STUDENT LOAN:

Please tick if you had a student loan during the year.

12. WORKING FOR FAMILIES TAX CREDITS

Your eligibility for this will depend on your 2022 financial results.

Please fill in details of ALL children as at 31 March 2022. Those under 18 may involve an entitlement to financial assistance depending on financial results. Those over 16 may have relevance for any Trust distributions

<u>Full Name</u>	<u>Date of Birth</u>	<u>IRD No.</u>

13. DONATIONS

If you wish us to complete your Personal Tax Rebate claim form please provide us with receipts for all cash donations made in excess of \$5.00 and the bank account number for the rebate to be paid to.

14. DEDUCTIBLE EXPENSES

Please provide details of expenses incurred in earning income (e.g. commissions, loss of income insurance where any payouts are taxable upon receipt, interest on loans used to acquire investments).

15. INTERVIEW AGENDA

AGENDA RE ANY ISSUES YOU WISH TO DISCUSS

I/we accept responsibility for the accuracy and completeness of the information supplied in this Checklist which is to be used in the preparation of my/our 2022 Financial Statements and Income Tax Returns.

A compilation engagement requires us to apply compilation procedures, in accordance with the NZ Institute of Chartered Accountants under SES-2 Compilation of Financial Information, to compile the financial statements and associated income tax returns from the information which you provide to us. Those compilation procedures do not include the performance of an audit review in respect to either of the information you provide or the information which is compiled from it.

Accordingly, neither the company nor any company employees accept any responsibility for the reliability, accuracy or completeness of the information from which the financial information has been compiled.

The financial information is prepared at your request and exclusively for your benefit, neither we or any employees accept any liability of any kind what soever, including liability by reason of negligence, to either yourself or any other person for losses incurred as a result of placing reliance on the compiled financial information.

We instruct you to prepare special purpose Financial Statements for Income Tax purposes, that may not be appropriate for general use, except that in the case of a Company the Financial Statements should be prepared in accordance with the Financial Reporting Act.

I/We hereby give P S Alexander & Associates Ltd authority to act on my/our behalf in dealing with all matters with the Inland Revenue Department. Specifically P S Alexander & Associates Ltd can request information relating to my/our taxation affairs and discuss tax matters with the Department.

You are hereby authorised to communicate with my/our bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to complete the above assignments.

You are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us however you are authorised to sign any other taxation return on behalf of myself/ourselves and any of my/our associated entities.



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(Name) (Name)