

Information Checklist and Questionnaire - 2025 Tax Year

EDENPALMERPREWETT
BUSINESS SPECIALISTS & ACCOUNTANTS

PO Box 13317, Onehunga, AK1643 | Tel +64-9-636-3332

Client:		YEAR:
Email:		2025
Phone:		

A. BUSINESS INFORMATION

1 Information Provided Reconciled cash book or access to software	Yes	No	N/A
2 Investment Information (with interest/dividend certificates) Please provide investment portfolio report.	Yes	No	N/A
4 GST Returns and Workpapers (if not in software)	Yes	No	N/A
5 Fringe Benefit Tax Returns and Workpapers	Yes	No	N/A
6 Holiday Pay Report as at 31 March 2025	Yes	No	N/A
7 Stock On Hand @ 31 March (Cost and GST Exclusive)	\$ _____		
Work In Progress @ 31 March (GST Exclusive)	\$ _____		
8 Accounts Receivable/Trade Debtors (GST Inclusive) – if not in software	\$ _____		
Bad Debts @ 31 March (GST Inclusive) (identified and written off in ledgers before 31 March year-end)	\$ _____		
9 Accounts Payable/Trade Creditors (GST Inclusive) – if not in software Please provide an itemised breakdown.	\$ _____		
10 Cash On Hand @ 31 March Please provide copy of bank statement showing balance as at 31 st March	\$ _____		
11 Cash income not banked	\$ _____		
Cash Expenses Paid Please summarise:	\$ _____		

12 Fixed Assets Purchased or Sold during the year	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Yes</td> <td style="padding: 2px;">No</td> <td style="padding: 2px;">N/A</td> </tr> </table>	Yes	No	N/A
Yes	No	N/A		
Please provide an itemised breakdown and invoice copies, plus a settlement statement for property purchased or sold.				
13 Changes in Liabilities/Loans	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Yes</td> <td style="padding: 2px;">No</td> <td style="padding: 2px;">N/A</td> </tr> </table>	Yes	No	N/A
Yes	No	N/A		
Please provide an itemised breakdown. Please provide loan summaries showing closing balance as at balance date.				
14 New Hire Purchase or Lease Agreements	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Yes</td> <td style="padding: 2px;">No</td> <td style="padding: 2px;">N/A</td> </tr> </table>	Yes	No	N/A
Yes	No	N/A		
Please provide an itemised breakdown and finance or lease agreement.				
15 Business Expenses Paid from Personal Funds	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Yes</td> <td style="padding: 2px;">No</td> <td style="padding: 2px;">N/A</td> </tr> </table>	Yes	No	N/A
Yes	No	N/A		
Please provide an itemised breakdown.				
16 Home Office/Workshop Expenses				
Interest on mortgage	\$ _____			
Rates and/or Rent	\$ _____			
Power, Repairs, Insurance, Other (specify details...)	\$ _____			
Area of home (m2)	mtrs _____			
Area of workshop/office (m2)	mtrs _____			
17 Private Use of Business Assets				
Power	% _____			
Telephone	% _____			
Goods for own use	% _____			
Other	% _____			
18 Business Motor Vehicles				
<i>If log book used:-</i>				
Business Use Percentage Vehicle	% _____			
(please provide log book - must be updated every 3 years).				
<i>Companies</i>				
Number of Days of Business Use Vehicle	Days _____			
(or Number of Days available for private use)	Days _____			
19 Legal Transactions	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Yes</td> <td style="padding: 2px;">No</td> <td style="padding: 2px;">N/A</td> </tr> </table>	Yes	No	N/A
Yes	No	N/A		
Please provide invoices.				

B.	PERSONAL INFORMATION
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|----------|---|--|-----|----|-----|-----|----|-----|
| 1 | Income
Working for families
(please provide names and IRD's for all children living at home including newborns) | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Yes</td> <td style="width: 33%;">No</td> <td style="width: 33%;">N/A</td> </tr> </table> | Yes | No | N/A | | | |
| Yes | No | N/A | | | | | | |
| 2 | Other Income
Rental income, partnerships, trusts, overseas income, other

Overseas Investments and / or Loans - please check this list to ensure you have nothing overseas that should be included in your NZ Tax Return.
<i>(Please provide statements for the year showing transactions and balance)</i> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Yes</td> <td style="width: 33%;">No</td> <td style="width: 33%;">N/A</td> </tr> </table>
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Yes</td> <td style="width: 33%;">No</td> <td style="width: 33%;">N/A</td> </tr> </table> | Yes | No | N/A | Yes | No | N/A |
| Yes | No | N/A | | | | | | |
| Yes | No | N/A | | | | | | |
| 3 | Interest and Dividend Certificates/Dividend Portfolio
Please provide certificates and investment portfolio report. | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Yes</td> <td style="width: 33%;">No</td> <td style="width: 33%;">N/A</td> </tr> </table> | Yes | No | N/A | | | |
| Yes | No | N/A | | | | | | |
| 4 | Donations (attach receipts) | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Yes</td> <td style="width: 33%;">No</td> <td style="width: 33%;">N/A</td> </tr> </table> | Yes | No | N/A | | | |
| Yes | No | N/A | | | | | | |

C.	RENTAL PROPERTIES
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|----------|--|--|-----|----|-----|-----|----|-----|-----|----|-----|-----|----|-----|-----|----|-----|
| 1 | Sale & Purchase Agreement, Valuation and Solicitors' Settlement Statements
Rental income records
Rent expenses (Interest, Rates, Insurance, Maintenance, Management, etc ...)
Holiday Home Schedule of use: Private Use Days + Public Rent Days
Interest breakdown for the year April – Sept / Oct – March | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Yes</td> <td style="width: 33%;">No</td> <td style="width: 33%;">N/A</td> </tr> <tr> <td>Yes</td> <td>No</td> <td>N/A</td> </tr> <tr> <td>Yes</td> <td>No</td> <td>N/A</td> </tr> <tr> <td>Yes</td> <td>No</td> <td>N/A</td> </tr> <tr> <td>Yes</td> <td>No</td> <td>N/A</td> </tr> </table> | Yes | No | N/A | Yes | No | N/A | Yes | No | N/A | Yes | No | N/A | Yes | No | N/A |
| Yes | No | N/A | | | | | | | | | | | | | | | |
| Yes | No | N/A | | | | | | | | | | | | | | | |
| Yes | No | N/A | | | | | | | | | | | | | | | |
| Yes | No | N/A | | | | | | | | | | | | | | | |
| Yes | No | N/A | | | | | | | | | | | | | | | |

If you would like a full rental checklist, please click [here](#).

D.	TRUSTS (additional information may be required)
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|----------|--|--|-----|----|-----|
| 1 | Details of any transactions with the trust for the year.
(including gifting, settlements / related party transactions etc...) | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Yes</td> <td style="width: 33%;">No</td> <td style="width: 33%;">N/A</td> </tr> </table> | Yes | No | N/A |
| Yes | No | N/A | | | |

E.	OTHER RELEVANT INFORMATION
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|----------|--|---|-----|----|-----|-----|----|-----|-----|----|-----|-----|----|-----|
| 1 | Do you have any pension details in NZ or overseas we should consider?
Do you have any <u>overseas investments</u> ? Check list here .
Have you bought or sold a property during the year?
Do you hold any digital assets (eg: crypto, nft etc)?
<i>Please provide any other income details.</i> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Yes</td> <td style="width: 33%;">No</td> <td style="width: 33%;">N/A</td> </tr> <tr> <td>Yes</td> <td>No</td> <td>N/A</td> </tr> <tr> <td>Yes</td> <td>No</td> <td>N/A</td> </tr> <tr> <td style="background-color: yellow;">Yes</td> <td style="background-color: yellow;">No</td> <td style="background-color: yellow;">N/A</td> </tr> </table> | Yes | No | N/A | Yes | No | N/A | Yes | No | N/A | Yes | No | N/A |
| Yes | No | N/A | | | | | | | | | | | | |
| Yes | No | N/A | | | | | | | | | | | | |
| Yes | No | N/A | | | | | | | | | | | | |
| Yes | No | N/A | | | | | | | | | | | | |

Please sign that you have provided all necessary details required to be able to complete a full tax return to the IRD.

Signed by the client:
