
SENDING YOUR FINANCIAL INFORMATION TO AINGER TOMLIN

PAPER BASED RECORDS

Deliver or Courier:

Please place all records in the bag provided and deliver to:

Ainger Tomlin Ltd
Level 1, 136 Ilam Road
Ilam
Christchurch

Postal:

Ainger Tomlin Ltd
PO Box 8237
Christchurch 8440

OR ELECTRONIC RECORDS

Email: returns@aingertomlin.co.nz

Please note there are size restrictions on email depending on email provider.

Shared electronic drives:

Electronic records and files can be delivered by sending a link to

Dropbox dropbox@aingertomlin.co.nz

Microsoft OneDrive onedrive@aingertomlin.co.nz

Google Drive googledrive@aingertomlin.co.nz

OR COMPUTERISED ACCOUNTING SYSTEMS

Online – If we do not currently have access please send invitation as per below.

Xero (advisor status with manage users)	xero@aingertomlin.co.nz
MYOB (administrator full rights selected)	myob@aingertomlin.co.nz
Other Systems (full administrator selected)	support@aingertomlin.co.nz

Desk based

Please send a backup on a data stick or electronically as above. Ensure we have administrator rights and a username and password where applicable.

Any queries in relation to electronic records or computer accounting systems please email quentin.mckie@aingertomlin.co.nz or call our office on 03 343 0046