

Once completed please return to:



Ainger Tomlin Ltd
Level 1, Ainger Tomlin House
136 Ilam Road, Ilam
CHRISTCHURCH 8041
PO Box 8237, Riccarton
CHRISTCHURCH 8440

INDIVIDUAL CHECKLIST

WORK PHONE	_____	FAX	_____
HOME PHONE	_____	CELL	_____
EMAIL	_____	WEB	_____

BANK ACCOUNT NUMBER FOR TAX AND DONATION REFUNDS:

AUTHORITY TO PREPARE TAX RETURN AND FINANCIAL REPORTS

I accept responsibility for the accuracy and completeness of the information supplied, which is to be used in the preparation of the Tax Return and Financial Reports. You are not to complete an audit, or undertake a detailed review of my affairs, in order to substantiate the accuracy of the information, and therefore you are unable to provide any assurance on the Financial Reports. I understand your work cannot be relied on to detect error and fraud, and that you accept no liability for the accuracy and completeness of the information supplied by me. I further understand that the Financial Reports will be prepared at my request, and for my purposes only, and that you will not be liable for any losses, claims or demands by any third person.

In order to assist in the preparation of the Financial Reports I authorise Ainger Tomlin Ltd to contact my bank, solicitor, or any other parties who may be able to assist directly.

I agree to Ainger Tomlin Ltd's payment terms being that payment is due by the 20th of the month following invoice date, and acknowledge that Ainger Tomlin Ltd reserves the right to charge interest on overdue invoices and on-charge any debt collection and/or legal costs per our Terms of Engagement.

In order to comply with the Unsolicited Electronic Messages Act 2007, I agree to continue receiving emails from Ainger Tomlin Ltd.

CLIENT	SIGNATURE	_____	DATE

INFORMATION REQUIRED FOR YOUR TAX RETURN

*Please ensure this form is completed in full and signed
All checklists are available to download from www.aingertomlin.co.nz*

☐ PERSONAL DETAILS

Please provide your date of birth: ____/____/____

Please advise any change in relationship status: _____

☐ INTEREST AND DIVIDENDS

Please provide all Interest Certificates and Dividend Advices. Please also provide PIE investment advices so we can review the PIR rate. You may need to print these advices.

If investments are held in a portfolio, please provide us with a copy of the full investment advisors report. If you administer these investments yourself, please provide the following details for shares held:

Shareholding	No of Shares Held	Original Cost	Date Acquired
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Please also list all Term Deposits, Bonds and PIE Investments held at 31 March 2018:

☐ OVERSEAS INVESTMENTS

If you hold any of the following foreign investments, please provide all details:

- Shares in a foreign company
- Units in a unit trust
- Foreign life insurance policy
- Foreign superannuation fund or pension plan

Did you transfer any investments (including pensions) to New Zealand during the year?

If investments are held in a portfolio, please provide us with a copy of the full investment advisors report. If you administer these investments yourself, please provide the following details:

Investment	Country Held	Original Cost	Date Acquired	Market Value at Balance Date
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❑ RENTAL INCOME

If you received rental income, please complete a Rental Checklist for each rental property. If you require additional Rental Checklists, please refer to our website, www.aingertomlin.co.nz or contact us.

❑ OTHER INCOME

Please attach details of any other income received.

❑ INCOME PROTECTION INSURANCE

Please provide details of premiums paid on loss of earnings insurance and/or income protection insurance.

❑ WORKING FOR FAMILIES TAX CREDITS (WfFTC)

If you or your partner started or stopped receiving WfFTC, had a change in relationship status or think you may now be eligible, please advise the following:

Are you registered at Inland Revenue for WfFTC? Yes/No

Are there any shared custody arrangements in place? Yes/No

Average number of hours worked per week

You _____ Your Partner _____

Name all children in your care, date of birth, IRD number & date left school

_____/_____/____ - ____ - ____ ____/____/____
_____/_____/____ - ____ - ____ ____/____/____

Every year Inland Revenue is broadening the scope of income/receipts that are to be included as WfFTC income. Please provide details below of any income/receipts either you or the children in your care, have received from any source not already mentioned, so we can review whether they are to be included.

For a complete list go to www.ird.govt.nz/income-tax-individual/income-adjust/intro. Some examples are:

- Distributions from a family trust, estate or inheritance
- Use of an employer-provided vehicle
- Other payments that contributed to your day to day living expenses

Please provide details on all trusts, estates and companies you are associated with.

❑ DONATIONS REBATE

Please attach receipts of donations paid to Approved Charitable Organisations.