



ACCOUNTING EXTRA 2025 INVESTMENTS & INDIVIDUAL TAX RETURNS CHECKLIST

Below is the annual checklist for annual accounts and tax returns.

We ask that you complete the checklist and return it to us as early as possible with your relevant records as indicated on the checklist. It is important to sign the checklist, which gives us the authority to access information and file returns on your behalf.

We look forward to hearing from you. Please do not hesitate to contact us if you have any questions.

Client Name: _____

IRD No.: _____ - _____ - _____

Balance Date: ____ / ____ / _____

Terms of Engagement

As the client, I hereby instruct Accounting Extra Ltd to prepare your taxation returns for the 2025 tax year ending for the above entity and any associated entities or personal returns.

By signing below, you give Accounting Extra Ltd authority to:

- Access and change information from the IRD for all tax types; this may be via telephone, via fax, in writing, via IRD Online Lookup, via email or other internet communication.
- Access and change information from the ACC via telephone, in writing or through ACC Online.
- Verify financial information held by other parties.

Signed

.....
Signature

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Name

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Date

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Signature

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Name

.....
Date

CHECKLIST FOR INVESTMENTS & INDIVIDUAL TAX RETURNS 2025 TAX YEAR

Please check the list below to ensure you have provided all the applicable information.

Please check relevant matters, not all questions will apply to you

Interest and RWT certificates	
Dividend certificates	
Details of balances of other investments and income earned	
Family support details	
Details of overseas income and investments	
Details of any other income earned	

E-mail

If you use e-mail and are happy for us to contact you via e-mail please complete the following:

What is your e-mail address

Property, Investments & Overseas Transactions

- ☐ Please supply details of interest, dividends, income from a partnership, estate or trust or any income from overseas Yes/No
- ☐ Please supply details of any expenses incurred in earning investment income. Yes/No
- ☐ Were there any investment transactions carried out via your solicitor?
If yes, please enclose legal statements. Yes/No
- ☐ Have you received income from or paid any expenses to overseas people/
businesses/investments? If yes, please attach details. Yes/No
- ☐ Have you purchased or sold any investments during the year? Yes/No
- ☐ Do you have any overseas investments or hold funds in an overseas account?
If yes, please detail and supply copies of the appropriate documentation. Yes/No
- ☐ Have you acquired or sold any property? **If yes**, it may be caught by the Bright-Line Rules.
Please call to discuss and/or supply a copy of the solicitors' settlement statement, the sale and
purchase agreement and any other relevant documentation. Yes/No

Goods & Services Tax (GST)

- ☐ Are you registered for GST? Yes/No
If yes, please supply details of your workings together with a copy of each GST Return.

Mortgages/Loans/Hire Purchase/Other Finance Funding/Future Commitments

- ☐ Have you borrowed any money to purchase investments? Yes/No
If yes, please supply copies of all the lending documentation and loan summaries.

Family Support

- ☐ Are you currently registered for Working for Families? Yes/No
If yes or if you would like to see if you qualify, please attach details of children's names,
IRD numbers and birth dates.

Your time and effort in completing this form is much appreciated by the team at Accounting Extra Ltd.

If you have any queries that you want to send to us, please send them to the following address
admin@accountingextra.co.nz