

Annual Checklist (1 April 2016 to 31 March 2017) Page 1

Please complete this list carefully, then RETURN it to us along with the documents/information:	Client <input type="checkbox"/> if supplied	Client <input type="checkbox"/> if to send later
1) BANK STATEMENTS – Supply in csv or pdf for each month of the entire period 1/4/16-31/3/17 and include the <u>closing balance(s) as at 31/3/2017.</u>
2) Make a note on statement(s) what individual transactions are for (e.g. ‘rent received’ or ‘personal’ for private transactions). Supply in csv format as shown in this link: http://www.epsomtax.com/blog/how-do-i-download-transactions-from-my-banks-online-internet-banking2)
3) ALL business bank accounts including any OPENED or CLOSED during 1/4/16-31/3/17.
4) LOAN/MORTGAGE STATEMENTS – Supply in csv or pdf for each month of the entire period 1/4/16-31/3/17 and include the <u>closing balance(s) as at 31/3/2017.</u> Please note: End of year loan summaries are not enough.
5) ALL business loans: NEW, CANCELLED, REPAYED or REFINANCED during 1/4/16-31/3/17.
6) Details of any securities and/or guarantees given.
7) Have you sent us a complete SALE & PURCHASE agreement for each rental property?
8) Have you supplied us the SETTLEMENT STATEMENT from your lawyer for each rental property? For help click on http://www.epsomtax.com/blog/what-is-a-lawyers-settlement-statement
9) Have you supplied us a copy of your LAWYER’S invoices for the period 1/4/16-31/3/17?
For each RENTAL PROPERTY – Supply the following EXPENSES for 1/4/16-31/3/17		
10) council land & water rates. (these can also appear on statements noted at 8 & 16)
11) landlord &/or property insurance.
12) general property valuation. (what is the LATEST valuation you have sent?)
13) chattels-specific valuation. (Less tax to pay or a much bigger refund) See 31
14) water bills/electricity/internet. (if you are paying any of these for the rental property)
15) repairs and maintenance invoices.
16) property management annual statement/or individual invoices for the whole year. If USING A PROPERTY MANAGER, complete 17 & 18 ONLY then continue from 21 If SELF-MANAGING your property, please complete 17 & 18 then continue from 19
17) Please supply us with the approximate dates & distances of TRAVEL to your lawyer, bank, accountant, financial advisor and rental property.
18) Supply us with home office expenses for the HOME in which YOU LIVE. These are: monthly landline/internet base cost, mobile phone & stationery costs, new or existing ‘office’ items used in the business.

Annual Checklist (1 April 2016 to 31 March 2017) Page 2

Please complete this list carefully, then RETURN it to us along with the documents/information:	Client <input type="checkbox"/> if supplied	Client <input type="checkbox"/> if to send later
<p>19) If self-managing your property; have you supplied us with the SQUARE METRE size of your HOME OFFICE? For help click on http://www.cavbrem.co.nz/tools/floor-calculator.aspx</p> <p>20) If self-managing your property; for the HOME in which YOU LIVE please also supply invoices showing total interest paid on mortgage(s), council rates, home insurance, electricity/gas, repairs/maintenance, total rent paid (if you don't own the home).</p> <p>21) If you have your OWN BUSINESS (self-employed or a non-rental property business) please nominate which entity will claim home office expenses supplied at 18.</p>	<p>.....</p> <p>.....</p> <p>.....</p>	<p>.....</p> <p>.....</p> <p>.....</p>
<p>22) Did you PURCHASE any new/second-hand ASSETS (value \$500 or more)? Supply invoice or purchase date, amount, description.</p> <p>23) Did you buy a CAR (or any other asset) in the NAME of the LTC?</p> <p>24) Did you SELL, TRADE-IN or WRITE-OFF any ASSET? Supply invoice/receipt with date, amount, description. (Check <u>Asset Schedule</u> in Xero or <u>Depreciation Schedule</u> in annual report for item)</p>	<p>.....</p> <p>.....</p> <p>.....</p>	<p>.....</p> <p>.....</p> <p>.....</p>
<p>25) PERSONAL INCOME – Have you supplied details of BANK CONTRIBUTIONS, OVERSEAS INCOME, DONATION receipts, CASH JOBS, DIVIDENDS & INTEREST received?</p> <p>26) Have you supplied us with any income protection policy(s) and invoice(s)?</p>	<p>.....</p> <p>.....</p>	<p>.....</p> <p>.....</p>
<p>Important Questions:</p> <p>27) Did you PURCHASE PROPERTY or LAND <u>during 1/4/16-31/3/17</u>? Have you advised us?</p> <p>28) Did you CHANGE BANK or LENDING INSTITUTION <u>during 1/4/16-31/3/17</u>? If an ACCOUNT was CLOSED, to obtain statements, you must contact the bank/lending institution within 6 months or charges may apply.</p> <p>29) Did you SELL PROPERTY or LAND <u>during 1/4/16-31/3/17</u>? Have you advised us?</p> <p>30) Did you BEGIN, FINISH or ABANDON CONSTRUCTION OF A PROPERTY <u>during 1/4/16-31/3/17</u>? Have you advised us of details/dates?</p> <p>31) If you PURCHASED PROPERTY or FINISHED CONSTRUCTION <u>at any time since 1/4/16</u> have you obtained a CHATELS-SPECIFIC VALUATION from Valult? For reasons click on http://www.epsomtax.com/blog/valuation-of-chattels-why-necessary</p> <p>32) If PLANNING to PURCHASE, SELL or RENOVATE a property have you advised us?</p> <p>33) Have you obtained AUDIT insurance? For reasons click on http://www.epsomtax.com/blog/what-is-audit-shield-accountancy-insurance</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>34) Have you sent us the annual EpsomTax.com questionnaire for FY17? To do so click on http://www.epsomtax.com/taxqcurrent.html</p>	<p>.....</p>	<p>.....</p>
<p>35) If this is your first return with EpsomTax.com have you sent us authorisation(s) to act on behalf of each person and entity that has an IRD number? Please note this is a legal requirement enforced by the IRD and we can't file your return without this authorisation. To do so click on http://www.epsomtax.com/auth.html</p>	<p>.....</p>	<p>.....</p>