

Name of Trust

Annual Checklist for Any Year (1 April to 31 March)

<p>Please complete this list carefully, then send it to mytaxinfo@epsomtax.com, along with the documents/information:</p>	<p>Client <input type="checkbox"/> if supplied</p>	<p>Client <input type="checkbox"/> if to send later</p>
<p>1) BANK STATEMENTS – Supply in csv or pdf for each month of the entire period 1 April to 31 March of following year and include the closing balance(s) as at 31 March of the year we are preparing e.g. if 2019 financial year, we need the balance as at 31/3/19.</p> <p>2) ALL business bank accounts including any OPENED or CLOSED during 1 April to 31 March.</p> <p>3) 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-banking</p>	<p>.....</p> <p>.....</p> <p>.....</p>	<p>.....</p> <p>.....</p> <p>.....</p>
<p>4) LOAN/MORTGAGE STATEMENTS in the name of the trust – Supply in csv or pdf for each month of the entire period 1 April to 31 March and include the closing balance(s) as at 31 March (see above note about closing balances)</p> <p>Please note: End of year loan summaries are not enough.</p> <p>5) ALL trust loans: NEW, CANCELLED, REPAYED or REFINANCED during 1 April to 31 March</p> <p>6) Details of any securities and/or guarantees given.</p>	<p>.....</p> <p>.....</p> <p>.....</p>	<p>.....</p> <p>.....</p> <p>.....</p>
<p>7) Have you sent us a complete SALE & PURCHASE agreement for any trust property bought or sold?</p> <p>8) Have you supplied us the SETTLEMENT STATEMENT from your lawyer for any trust property bought or sold? For help click on http://www.epsomtax.com/blog/what-is-a-lawyers-settlement-statement</p> <p>9) Have you supplied us a copy of your LAWYER’S invoices for the period 1 April to 31 March?</p>	<p>.....</p> <p>.....</p> <p>.....</p>	<p>.....</p> <p>.....</p> <p>.....</p>
<p>Supply the following that may apply to your TRUST property for this period</p> <p>10) council land & water rates. (these can also appear on the settlement statement)</p> <p>11) landlord &/or property insurance.</p> <p>12) general property valuation. (what is the LATEST valuation you have sent?)</p> <p>13) major repairs and maintenance invoices</p> <p>14) house improvements (details required please).</p> <p>15) Have you sent us:</p> <ul style="list-style-type: none"> • a copy of the Trust Deed? • minutes of Trust meetings? • deeds of acknowledgement of debt? • deeds of forgiveness of debt? • amounts gifted (Gifting certificate/resolution from lawyer)? 	<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>16) Have you sent us the annual EpsomTax.com questionnaire? See www.epsomtax.com/taxqcurrentany</p>	<p>.....</p>	<p>.....</p>
<p>17) 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?</p> <p>Please note this is a legal requirement enforced by the IRD and DIA and we can’t file for you without this authorisation. Please visit https://www.epsomtax.com/amlcft.html for more info about what is required</p>	<p>.....</p>	<p>.....</p>