Name of Trust ……………………………………….

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

Please complete this list carefully, then **RETURN** it to us along with the documents/information:	**Client √ if supplied**	**Client √ if to send later**
1) **BANK STATEMENTS** – **Supply in csv or pdf for each month** of the **entire period 1 April 2016 to 31 March 2017** and **include the <u>closing balance(s) as at 31/3/2017.</u>**	……………………	……………………
2) **ALL business bank accounts** including any **OPENED** or **CLOSED** during **1 April 2016 to 31 March 2017**.	……………………	……………………
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-banking2)	……………………	……………………
4) **LOAN/MORTGAGE STATEMENTS** **in the name of the trust** – **Supply in csv or pdf for each month** of the **entire period 1 April 2016 to 31 March 2017** and **include the <u>closing balance(s) as at 31/3/2017.</u>**	……………………	……………………
Please note: **<u>End of year loan summaries are not enough.</u>**		
5) **ALL trust loans: NEW, CANCELLED, REPAID** or **REFINANCED** during **1 April 2016 to 31 March 2017.**	……………………	……………………
6) Details of any **securities** and/or **guarantees** given.	……………………	……………………
7) Have you sent us a complete **SALE & PURCHASE** agreement for **any trust property** bought or sold?	……………………	……………………
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	……………………	……………………
9) Have you supplied us a copy of your **LAWYER'S invoices for the period 1 April 2016 to 31 March 2017**?	……………………	……………………
Supply the following that may apply to your TRUST property for this period		
10) council land & water rates. (these can also appear on statements noted at 8 & 17)	……………………	……………………
11) landlord &/or property insurance.	……………………	……………………
12) general property valuation. (what is the LATEST valuation you have sent?)	……………………	……………………
13) **major** repairs and maintenance invoices	……………………	……………………
14) house improvements (details required please).	……………………	……………………
15) Have you sent us:		
• 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)?	……………………	……………………
34) Have you sent us the annual EpsomTax.com questionnaire for **FY17**? To do so click on http://www.epsomtax.com/taxqcurrent.html	……………………	……………………
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	……………………	……………………