

If any assets have been bought on Hire Purchase, or are leased, please provide a copy of the relevant document.

Full details of any Fixed Assets sold, traded in, scrapped or no longer in use, are required including details of any insurance claims. Include details of sale proceeds and the relevant legal statements.

If you own any land or buildings please attach a copy of the latest local body or independent valuation.

4. Investment Property

If applicable, please provide the following information:

- (i) sale and purchase agreement, and solicitors settlement statement
- (ii) registered valuation (and chattels valuation if available)
- (iii) period available for rental (if not full year)
- (iv) property manager statements
- (v) is the property rented to an associated person or entity?

5. GST

Copies of GST returns filed in the year, together with GST workpapers.

6. Motor Vehicle Expenses

– Sole Traders

Details from your car “log book” to enable proper apportionment of car expenses to be made. Vehicle expenses will need to be categorised to highlight “costs per vehicle” to enable apportionments for private use to be fairly made.

7. Loans/Mortgages

Details of loans or mortgages raised or repaid during the year (preferably including agreements and solicitors' statements) and details of security given.

Statements from your bank advising interest and principal repaid during the year and confirmation of loan/mortgage balance and interest rate at balance date.

8. Investments/Other Income

Details of interest, dividends, or rental income etc received during the year. (Note that details of National Superannuation, salary/wages and withholding income with PAYE source deductions will be sent to us directly by Inland Revenue).

Where interest and dividends have been received we will require information from the paying source noting withholding taxes deducted, imputation credits etc.

If any investments have been bought or sold, eg shares, bonds, please supply documentary evidence.

Where investments are held through a financial services provider, please supply copies of the annual tax summary provided.

Overseas Investments/Pension Funds/Unit Trusts – Some overseas investments may now fall under the Fair Dividend Rate regime (FDR). Please supply details of overseas investments held.

Portfolio Investment Entities (PIE) – If an investment is held in a PIE, please supply a year-end summary from your financial services provider.

9. Personal Details

(a) To enable consideration for rebates, please advise (where appropriate), personal details as follows:

- Names and dates of birth of all children still at school;
- Names of any family members who have a Student Loan;
- If you have paid to have a child cared for, to enable you and your spouse to work, please provide details;
- Receipts for all donations to charities, and school fees of \$5.00 or greater.

(b) If your lawyer has carried out your annual gifting requirements please provide copies of the documentation.

10. Use of Home for Business Purposes

If you have an area of home specifically set aside for business purposes, please supply the following information:

- Original cost of property;
- Cost of capital additions or alterations;
- Enclose a copy of local body or independent valuation (only applies if this is a first claim or you have shifted since last year);
- Mortgage interest for year;
- Rates and water rates for year;
- Electricity/gas for year;
- Insurance for year – building only;
- Insurance for year – contents only;
- Repairs and maintenance (details please);
- Telephone (rental only) if not already claimed;
- Area of office/workshop;
- Total area of home (including above);
- If you sold your home during the year, please provide details.

11. Legal Fees

Please provide copies of all Legal Fee invoices paid in the year. If not clearly narrated, please note on each invoice what the legal fees were for so we can determine deductibility.

12. Other Information

For overseas denominated accounts, please provide copies of bank statements and related bank documentation.

13. Confirmation of Instructions

In furnishing this information, I accept responsibility for the accuracy and completeness of the information supplied which is to be used in the preparation of my financial statements. You are not to complete an audit, nor do I wish you to undertake a detailed review of my affairs in order to substantiate the accuracy of my information, and therefore you are unable to provide any assurance on my financial statements. 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 statements 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.

I also accept responsibility for all other records and information supplied to you other than those listed. I accept responsibility for any failure by me to supply all relevant records and information to you.

Under the terms of the Privacy Act (1993), I authorise PKF Ross Melville to seek additional information as they may require for the proper completion of my financial statements and income tax returns.

Client Name:

Date:

Signature:
