**Annual Financial Statement and Tax Returns**

**Information Checklist**

The end of the tax year is 31 March so that means it’s time to get your tax information together and provide it to us any time from 1 April. **Please send us the Relevant Information outlined in the following lists.**

Depending on your circumstances, not all of the information requests will relate to you or be required. If you are in any doubt about the information to provide to us, just send us as much of the above information as possible. We will then let you know if any information is missing.

Once you have your information together you can send to us a number of ways:

1. Send through via email to [clients@margingains.nz](mailto:clients@margingains.nz)
2. Email [clients@margingains.nz](mailto:clients@margingains.nz) to request a secure Microsoft One Drive folder link so you can upload these directly into your area of our document management system (great if you have a large number of files or larger file sizes, or if you are wanting to provide separate information for a number of entities)
3. If you have your own online file sharing system e.g. Dropbox, Google Drive, One Drive etc, please send us a link to access at [clients@margingains.nz](mailto:clients@margingains.nz)
4. Post, Courier or drop off your records to our offices below:

Margin Gains | Thorne Accounting

QB Studios

106 Saint Georges Bay Road

Parnell, Auckland, 1052

We are looking forward to receiving your information and helping you out with your accounting and tax returns.

Thanks

Jess, Kaison and the Margin Gains | Thorne Accounting Team

1. ***Personal Contact Information***
2. Please confirm your current
   * Physical address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   * Postal address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   * Phone numbers:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Please confirm the details for all signatories of your accounts below for eSigning:

|  |  |  |
| --- | --- | --- |
| Legal Name | Contact Email | Mobile Number |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Personal bank account number you would like any personal tax refund deposited into:

|  |  |
| --- | --- |
| Account Name | Account Number |
|  |  |
|  |  |

1. Please share any other information you feel is relevant here e.g. additional contacts, children etc \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. ***Personal Income and Tax Information (for each individual)***

***Questions Required***

1. Tax Residency: Please confirm you are a tax resident of New Zealand:  Yes  No
2. Please share any other information you feel is relevant here, e.g. change in employment type, started a business, went contracting etc:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Income Information and Supporting Documents Required***

Please provide the following information for the year ended 31 March 2023, if relevant to you:

1. Interest certificates
2. Dividend certificates
3. Details of any overseas income received including overseas salary, contract payments, interest, dividends or other income
4. Details of any self-employed income
5. Details of any other personal receipts to be clarified as to whether it needs to be included as taxable income: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Expense Information and Supporting Documents Required***

1. Income protection insurance tax summary
2. Donation receipts
3. ***Information for your Business (for each separate business)***

***Information and Supporting Documents Required***

Please provide the following information for the year ended 31 March 2023, if relevant to you:

1. **Business Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Bank Statements:** Please provide copies of bank statements showing the balance of each business bank account and business credit card at 31 March 2023
3. **Bank transactions:** For each bank account, please provide a full export of your bank account transactions in .csv format if possible or as pdf if not for the period 1 April 2022 to 31 March 2023 (inclusive)
4. **Business Loans:** If you have business loans, please upload copies of loan statements showing the balance of each as at 31 March 2023 or the annual summary to 31 March 2023
5. **Equipment Loans or Finance Agreements:** Please provide copies of vehicle or equipment loan agreements for any finance loans drawn down during the year to 31 March 2023
6. **Debtors:** If not on a Xero business plan, please provide details of your aged accounts receivable balances as at 31 March 2023
7. **Stock on Hand:** Please provide copy of your detailed stock listing showing the GST exclusive cost price of any stock held for resale at 31 March 2023
8. **Fixed Asset Purchases:** Please provide the details of the asset’s name, purchase date and cost or the invoices for all fixed asset purchases over $1,000 made during the year
9. **Creditors:** If not on a Xero business plan, please provide details of your aged accounts payable balances as at 31 March 2023
10. **GST Return Workings:** If you are GST registered please provide copies of your GST workings for all GST returns filed to 31 March 2023 (unless we prepare your GST returns or you prepare your GST returns on Xero)
11. **Holiday Pay Accrual:** If you are an employer, please provide supporting details of your holiday pay accrual balance as at 31 March 2023 and reports showing any subsequent leave paid out in the first 93 days of the new financial year
12. **Repairs & Maintenance:** For any amounts over $1,000 please provide the copies of the invoices either here or attached to the transactions in Xero including details on the nature of the works completed
13. **Vehicles Questionnaire or Vehicles Mileage form (form attached)**
14. **Home Office claim details (form attached)**
15. Please share any other information you feel is relevant here:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
16. ***Information for your Rental property (for each rental entity)***

***Information and Supporting Documents Required***

Please provide the following information for the year ended 31 March 2022, if relevant to you:

1. **Business Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Bank Statements:** Please upload copies of bank statements showing the balance of each rental bank account and credit card at 31 March 2023
3. **Bank Transactions:** For each bank account above, please provide a full export of your bank account transactions in .csv format if possible or as pdf if not for the period 1 April 2022 to 31 March 2023 (inclusive)
4. **Rental Property Loans:** If you have rental property loans, please upload copies of loan statements showing the balance of each as at 31 March 2023 or the annual summary to 31 March 2023
5. **Loan Refinances:** For any loans refinanced during the year to 31 March 2023 please provide copies of all lawyers settlement statements including final loan statements for accounts closed
6. **Property Transactions:** For any property purchased or sold during the year to 31 March 2023 please provide copies of all lawyers settlement statements
7. **Chattels Valuations (form attached):** For any property purchased during the year to 31 March 2023 please provide chattels valuation if available and you are wanting to claim depreciation for these items
8. **GST Return Workings:** If your property is a commercial rental and you are GST registered, please provide your GST workings for all GST returns filed to 31 March 2023 (unless we prepare your GST returns to you prepare your GST returns on Xero)
9. **Property Manager Statements:** For each rental property where available, please provide end of year property managers rental summary to 31 March 2023
10. **Holiday Home Rentals:** Please provide the number of nights the property was used personally and the number of nights the property was rented out for the year ended 31 March 2023
11. **Fixed Asset Purchases:** Please provide the details of the asset’s name, purchase date and cost or the invoices for all fixed asset purchases over $1,000 made during the year
12. **Repairs & Maintenance:** For any amounts over $1,000 please provide copies of the invoices either here or attached to the transactions in Xero including details on the nature of the works completed.
13. **Vehicles Questionnaire or Vehicles Mileage form (form attached)**
14. **Home Office claim details (form attached)**
15. Please share any other information you feel is relevant here:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_