

# WHAT TO SEND

Name

- Please fill in a checklist for each person, company or trust
- ✓ Tick **YES** if you've sent us the details [email us PDF files]
- ✓ Tick **NO** if not applicable
- ✓ Tick **XERO** if your details are correct in xero



## STATEMENTS

- Bank statement showing the balance on 31-Mar-17 (for each account) *or the full years bank statements if you don't use xero with bank feeds*
- Business credit card statement showing the balance on 31-Mar-17
- Loan statements from 1-Apr-16 to 31-Mar-17 (for each loan)
- Annual-Loan-Summary showing the total interest & principal payments
- Statements for new loans, hire-purchases & leases
- Withholding Tax Certificates (showing Gross Interest earned & RWT deducted)



## OWING & OWED

- Receivables at 31-Mar-17 (debtors list showing how much customers owe you)
- Payables at 31-Mar-17 (creditors list of bills you need to pay)
- Bank reconciliation at 31-Mar-17 (for each account)



## IRD RETURNS

- GST return detailed calculations from 1-Apr-16 to 31-Mar-17
- Fringe Benefit Tax returns and calculation sheets from 1-Apr-16 to 31-Mar-17
- Employer returns & March 2017 holiday-pay + bonuses paid before 2-Jun-17



## INVOICES

- Invoices for Accident Compensation levies & Payment Schedules (all the pages)
- Invoices for Customs (if you want us to check you've entered them correctly)
- Invoices & statements from Lawyers, Solicitors, Real Estate agents
- Invoices for assets, computer costs or repairs costing more than \$500
- Invoices for prepaid expenses, prepaid sales & refundable customer deposits



## STOCK & WORK-IN-PROGRESS

- Stock, Work-in-progress, Goods in Transit on 31-Mar-17 (excluding GST)  
*Give us the lowest price of what you paid or what you can sell it for*
- List of stock taken for own use or given to employees



## TAX CERTIFICATES

Income Protection certificate & letters

YES NO

Dividend Statements & PIE Tax statements (including Kiwisaver)

YES NO

Entrust Dividend Statement & Tax Deduction Certificate (power)

YES NO

Term Deposit statements & letters from 1-Apr-16 to 31-Mar-17

YES NO

Investment statements (including Foreign Investments, Kiwisaver & PIE's)

YES NO

Overseas bank statements, superannuation schemes & pension funds details

YES NO

Foreign superannuation scheme withdrawals or transfers

YES NO

Foreign Investment market values at 31-Mar-17

YES NO

Statements from your Property Manager from 1-Apr-16 to 31-Mar-17

YES NO

Details of income from boarders, trusts, royalties, honorariums, currency gains

YES NO

Tax receipts for donations made by your company

YES NO

## OTHER

The amount of unbanked sales, petty cash, till float on 31-Mar-17

YES NO

List of income or expenses not in xero or business bank account (cash jobs etc)

YES NO

List of Home Office expenses paid personally & percentage which is business

YES NO

The percentage you use your personal vehicle for business (current logbook %)

YES NO

Number of days your company vehicle was unavailable (out of town)

YES NO

Number of personal days taken on business trips. Family travel with you?

YES NO

Number of days rental-property unavailable and/or used by you, family & friends

YES NO

Should we adjust any other claims for private use (eg personal phone calls)?

YES NO

## GIFTS

Gift Deeds

YES NO

## LOSSES

Loss carried forward letter from the IRD

YES NO

## NOT USING XERO?

Email us your backup file, password and software version number

YES NO

Email us your Trial Balance & detailed General Ledger (PDF files please)

YES NO

## SOLD PROPERTY?

Email us the legal statements and sale+purchase agreements  
if you received income from the sale/disposal of property

YES NO

## ANYTHING ELSE ...

Anything else you need to tell us about?

YES NO