

2017 INDIVIDUAL NON BUSINESS TAX RETURN CHECKLIST

Grange Associates Ltd (GAL) is authorised as follows to compile an individual income tax return from the information provided for:

Compilation Engagements

A compilation is limited primarily to the collection, classification and summarising of financial information supplied by the client. A compilation does not involve the verification of that information. GAL will not carry out an audit nor a review assignment on the financial statement and therefore neither GAL nor any of its employees will accept any responsibility for the accuracy of the materials from which the financial statement is prepared.

Further, the financial statement is being prepared at the request of and for the purposes of the client only and neither GAL nor any of its employees will accept any responsibility on any ground whatever, including liability in negligence, to any other person.

Acknowledgment of Responsibility

It is acknowledged that the income tax return to be compiled will be based on the information supplied and that the accuracy of that information and ultimately the accuracy of the return is the client's responsibility. This responsibility is imposed by the Income Tax Act 2007 and the Tax Administration Act 1994 and cannot be delegated to GAL. Accordingly the client must be satisfied as to the completeness and accuracy of the financial statements and income tax return before signing the declarations thereon.

It is further acknowledged that where there are alternative courses of action GAL can only advise on those alternatives and that the decision taken is the client's. GAL does not and cannot warrant the outcome of any tax or commercial position suggested or taken.

Privacy Act

GAL is authorised to obtain any additional information required to compile the income tax return, and all third parties, including solicitors, advisers, bankers and other financial institutions, are hereby authorised to provide any such information requested by GAL.

Authority to Act as Tax Agent

GAL is hereby authorised to link any tax account type and activity in respect of the client to its agency with Inland Revenue.

Signed: _____ Dated: _____
(By the taxpayer or authorised person)

Instructions

The following checklist is intended as a guide, some items may not apply. In all cases sign the declaration above and forward the completed checklist with your 2017 information to GAL. Please ask if you require clarification on any points.

ITEM	WHAT WE NEED	TICK IF APPLIES
Wages and Salaries	A summary of earnings under PAYE to confirm the information received directly from Inland Revenue. In the case of schedular payments received, are they GST inclusive or exclusive?	
Interest Received	Provide detail of source and amount received. Bank and other lender advice slips are to be provided to show withholding tax paid on your behalf. Include any joint investments and specify as such.	
Dividends Received	Provide detail of source and amount received. Dividend and bonus issue advice slips are to be provided to show imputation credits and withholding tax paid on your behalf. Include any joint investments as well as any dividends from your electricity supplier.	

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Overseas Investment Details	Supply full details including cost, income received, market value at balance date and brokerage paid. Include annual interest slips, dividend advice slips, dividend reinvestments notices, bonus issues, takeover advice etc.																																							
Overseas Pension Details	Supply full details as above.																																							
Rental Income	<p>Refer to GAL's financial statements checklist if financial statements are prepared for the rental activity. Otherwise summarise rents received and costs incurred. The following guide may be useful.</p> <table border="0" data-bbox="595 481 1236 593"> <tr> <td colspan="3">Cost of house</td> </tr> <tr> <td>- Land</td> <td>}If not</td> <td>\$ _____</td> </tr> <tr> <td>- Improvements</td> <td>}previously</td> <td>\$ _____</td> </tr> <tr> <td>- Total</td> <td>}supplied.</td> <td>\$ _____</td> </tr> </table> <p>In regard to new buildings purchased, the depreciation rules have changed. We will require enough information to split the building and any non-integral parts. If this applies to you please contact us so we can provide you with further information.</p> <table border="0" data-bbox="595 795 1236 1153"> <tr> <td>Interest paid on mortgage</td> <td>\$ _____</td> </tr> <tr> <td>Principal paid off mortgage</td> <td>\$ _____</td> </tr> <tr> <td>Electricity paid</td> <td>\$ _____</td> </tr> <tr> <td>Gas paid</td> <td>\$ _____</td> </tr> <tr> <td>Insurance paid</td> <td>\$ _____</td> </tr> <tr> <td>Repairs paid</td> <td>\$ _____</td> </tr> <tr> <td>Telephone paid</td> <td>\$ _____</td> </tr> <tr> <td>Rates paid</td> <td>\$ _____</td> </tr> <tr> <td>Water paid</td> <td>\$ _____</td> </tr> <tr> <td>Travel paid</td> <td>\$ _____</td> </tr> <tr> <td>Advertising paid</td> <td>\$ _____</td> </tr> <tr> <td>Any other expenses paid</td> <td>\$ _____</td> </tr> <tr> <td>Total rents received</td> <td>\$ _____</td> </tr> </table> <p>Where a rental property was purchased or sold during the year copies of your solicitor's settlement statement and loan agreement.</p>	Cost of house			- Land	}If not	\$ _____	- Improvements	}previously	\$ _____	- Total	}supplied.	\$ _____	Interest paid on mortgage	\$ _____	Principal paid off mortgage	\$ _____	Electricity paid	\$ _____	Gas paid	\$ _____	Insurance paid	\$ _____	Repairs paid	\$ _____	Telephone paid	\$ _____	Rates paid	\$ _____	Water paid	\$ _____	Travel paid	\$ _____	Advertising paid	\$ _____	Any other expenses paid	\$ _____	Total rents received	\$ _____	
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Total rents received	\$ _____																																							
Mixed Use Assets – Holiday Homes, Boats & Aircraft	<p>If you own a holiday home, boat or aircraft which is used privately and also rented out, please detail the following:</p> <ul style="list-style-type: none"> - Income Received for year - Expenses Incurred for year - Days rented out during the year - Days used privately during the year 																																							
Shareholder Salary, Directors Fees, Partnership Income or Trust Distributions	Where GAL does not prepare the financial statements for the company, partnership or trust, confirmation of income from that entity's accountant.																																							
Loss of Earnings Insurance Premiums	Premiums paid in respect of policies intended to provide for benefits during times of injury or sickness, where the benefits are the lower of a specified sum or say 80% of average weekly income.																																							
Extended Disablement Insurance Premiums	Premiums paid in respect of policies intended to provide weekly income in the event of some disablement which prevents you carrying out your normal occupation.																																							
Working For Families Tax Credits	Some principal caregivers may be entitled to Working For Families Tax Credits. To consider your position, provide children's names and dates of birth. If a child left school during the year, the date on which they left.																																							
Charitable Donations	Receipts from charities for donations made.																																							
Family Circumstances	If you married, separated or otherwise changed your family circumstances during the year, advise of change.																																							
Child Support Payments	Advise any amounts received or paid.																																							
Student Loan	Details if you are a current recipient of a student loan.																																							