

# Individual Checklist



Client name: \_\_\_\_\_  
Balance date: \_\_\_\_\_  
Date: \_\_\_\_\_  
IRD no: \_\_\_\_\_

To: Core Accountants Limited

## Terms of Engagement

I hereby instruct you to prepare my Taxation Returns for the 2026 year. I undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. Authority is given to obtain information from Inland Revenue, other government agencies and financial institutions about all tax types (except child support) in order to complete the above assignments. This includes obtaining information via phone, fax, mail, email and online services available on the Inland Revenue website.

You are to represent me as my tax agent. All income tax returns will be signed by me however you are authorised to sign any other taxation return on behalf of myself or any of my associated entities.

I also accept that you have the right to charge interest on overdue accounts at the rate of 1.5% per month, and that all accounts are due for payment by 20th of the month following invoice date. The charging of such interest will be at your discretion. I accept that any collection costs you incur will be fully recoverable from me.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Records Required

<b>Wages/National Superannuation/Benefits</b> ✓	
Please provide us with the names of any organisations you have received the following from:	
<ul style="list-style-type: none"><li>▪ Wages</li><li>▪ Termination or incentive payments</li><li>▪ ACC payments</li><li>▪ National Superannuation</li><li>▪ Any other benefits</li></ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Student Loan</b> ✓	
Do you have a student loan? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
If so, provide your latest statement from IRD	
<b>Interest and Dividends</b> ✓	
<ul style="list-style-type: none"><li>▪ Annual advice notice showing withholding tax deducted.</li><li>▪ Advice slips for any dividends received (including dividends taken as bonus shares)</li></ul>	<input type="checkbox"/> <input type="checkbox"/>
<b>Partnerships, Trusts, Estates and Companies</b> ✓	
Supply details of income received from any entity for which we do not prepare the accounts and tax returns.	
<input type="checkbox"/>	
<b>Overseas</b> ✓	
<ul style="list-style-type: none"><li>▪ Supply details of overseas interest, dividends, wages received, any other income, and taxation paid</li><li>▪ Provide details of any overseas investments held at any time during the financial year</li><li>▪ Attach all of your investments advisor's reports</li><li>▪ Have you at any point in your lifetime, ever contributed to a foreign superannuation scheme, even if you cannot receive the benefits until you retire?</li></ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Any Other Income</b> ✓	
Attach details:	
<ul style="list-style-type: none"><li>▪ Income Replacement Insurance Policy – provide details of premiums and claims</li><li>▪ Look Through Company or Partnerships – if you have been allocated a share of income or a loss other than from a company that we are aware of, please provide details</li><li>▪ Did you receive non-taxable income from any other sources? If Yes, please provide details.</li></ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Donations</b> ✓	
Do you want us to complete your rebate claim form? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
If so, attach receipts	
<b>Residential Property Sales</b> ✓	
Have you sold any residential property during the year (not otherwise detailed on the information provided)?	
<input type="checkbox"/>	
If so, when was the property purchased?	<input type="text"/>
If it was purchased within 2 years of the sale date:	
What was the original purchase price?	<input type="text"/>
What was the sale price?	<input type="text"/>
Please also provide a copy of the sale and purchase agreement for the sale.	
<input type="checkbox"/>	
<b>Mortgage Interest Paid on Residential Properties</b> ✓	
Have you incurred interest on residential properties owned (which is not your main family home or a 'new build*')? Is the interest also against properties other than residential rentals? If so, please provide details of amount of interest and dates paid.	
<input type="checkbox"/>	
* A new build is a self-contained residence that receives a Code Compliance Certificate confirming the residence was added to the land on or after 27 March 2020	

