

LANGLANDS & Co. LIMITED - CHARTERED ACCOUNTANTS

TAX RETURN CHECKLIST - INDIVIDUAL
FOR THE INCOME YEAR ENDED 31 MARCH 2011

FOR:

BALANCE DATE: / /2011

The following information will be required to complete your return of income. Where applicable please attach separate schedules, place a tick in the appropriate box or write the details in the space provided. Please attach specific documents where requested.

1.0 INCOME

1.1 SALARY - Wages, National Superannuation, Pensions, Accident Compensation, Unemployment and Income Tested Benefits, Withholding Payments. Attach annual certificates.

1.2 INTEREST - Provide full details of interest from all investments including banks, building societies, credit unions, debentures, public and private companies and loans you have made to others. (Indicate any deductions for withholding tax). Attach annual interest certificates.

1.3 DIVIDENDS - Provide full details or dividend warrants (indicate any deductions for withholding tax or imputation credits). Include PIE details although these may be exempt.

1.4 RENTS - List gross rents received and expenses to be claimed against this income (e.g. rates, interest, repairs, insurance, other).

1.5 INCOME FROM ESTATES/TRUSTS - Detail any income showing source of income (i.e. interest, dividends, rents, business income, other income) and any tax paid by the estate/trust, also advise the IRD number of the estate/trust.

1.6 PARTNERSHIPS - Advise your share of income or losses in all partnerships, also the IRD numbers for those partnerships.

1.7 SHARE TRADING - If you have been dealing in shares or you have purchased shares for the purpose of selling at a profit advise full details of such transactions.

1.8 OVERSEAS INCOME - If tax has been deducted on overseas income received by you please attach details and appropriate overseas tax evidence. The FIF rules may apply.

1.9 OTHER INCOME - Provide full details ie tips, cash jobs.

2.0 DEDUCTIONS

2.1 WORK RELATED EXPENSES - The only expenses that can be claimed are a fee paid for having your tax return prepared, loss of income insurance, and expenses against withholding payments (where no salary or retainer is paid). Please attach details.

3.0 REBATES

3.1 SPOUSE - If we do not complete your partner's return of income then please complete the following:

Name of partner _____

IRD Number _____

Partner's taxable income _____

3.2 HOUSEKEEPER/USE OF CRECHE - Advise amount paid, to whom paid and reason why housekeeper or creche is necessary.

3.3 CHILD REBATE - You can claim a rebate if at any time during the year you were under 15 years of age or were under 19 years of age and still at school.

3.4 DONATIONS - Attach all receipts in excess of \$5.

3.5 INDEPENDENT EARNER TAX CREDIT - If you earn between \$24,000 and \$48,000 a year and don't receive WFTC, Super or a Veterans pension you may be eligible for the rebate.

4.0 STUDENT LOANS

4.1 PAYMENTS - Please supply amounts and dates of any payments or drawdowns made during the financial year.

5.0 WORKING FOR FAMILIES TAX CREDITS

If you believe that you may be entitled to Working for Families Tax Credits and you require us to draft your annual entitlement please advise the following:

5.1 NO. OF DEPENDENT CHILDREN - Full names, IRD numbers and dates of birth for all children for whom you have been the principal child carer from 1st April last year.

5.2 CHANGED CIRCUMSTANCES DURING YEAR - If your family status has changed during the year please advise names, circumstances and dates of changes.

5.3 ALIMONY OR MAINTENANCE - Full details including names addresses and amounts of any alimony or maintenance paid/received by either you or your spouse.

5.4 SHARED CUSTODY OF CHILDREN - If you share the custody of a child with a person other than your spouse, advise name of child, name and address of person with whom custody is shared and the average weekly time the child spends with that person.

7. LANGLANDS & CO. LIMITED
TERMS OF ENGAGEMENT

We now summarise our involvement with your return of income. As agreed, we will compile this from information provided by you, in accordance with the Compilation Engagement Standard issued by the New Zealand Institute of Chartered Accountants. We will provide a disclaimer to be attached to the return of income.

Our compilation services will not result in the expression of an audit or review opinion or provide any other form of assurance on the return of income.

It is understood and agreed that:

- a) you will provide us with accurate and complete information necessary to compile such a return;
- b) the responsibility for the accuracy and completeness of the assertions in the return of income remains with you;
- c) each page of the return of income may be conspicuously marked as being unaudited;
- d) you will attach our disclaimer when distributing the return of income to third parties;
- e) the return of income will be prepared in accordance with acceptable accounting principles, which includes Generally Accepted Accounting Practice;
- f) you accept responsibility for all records and information supplied to us;
- g) you accept responsibility for any failure to supply us with relevant records and information.

It is not intended that this engagement be relied upon to prevent or detect fraud and error and we wish to emphasise that responsibility for such prevention and detection must remain with you.

Our engagement by you includes the authority to act as your tax agent. This will involve our office obtaining any information directly from the Inland Revenue necessary to undertake and complete your affairs.

Also, we understand that our engagement by you will include performing other accounting, consulting and trustee services before, after and contemporaneously with the compilation engagement. Our costs for all our work will be raised based on time engaged unless otherwise agreed. Overdue accounts will attract a 2% monthly administration charge.

We advise that as a member of the Institute we are subject to a review of our practice by our peers. One or more of your files may be selected for this confidential review.

The arrangements outlined herein will continue in effect from year to year unless we agree to change them. If you have any questions about our terms of engagement, please contact us.

If the services outlined are in accordance with your requirements and if the above terms are acceptable to you, please sign below in the space provided and return it to us.

SIGNED: _____

DATE: / /