

# EASTWOOD BOURKE LIMITED

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*Solutions for Business*

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CHARTERED ACCOUNTANTS  
AUSTRALIA + NEW ZEALAND

4<sup>th</sup> April 2017

Dear

**RE: Your GST Return is Due by 7<sup>th</sup> May 2017**

NAME:

GST No. **999-999-999**

GST PERIOD: **Six Months Ended 31<sup>st</sup> March 2017**

ACCOUNTING: **PAYMENT BASIS**

To enable us to complete the return for you would you please forward your records **no later than 20<sup>th</sup> April 2017** to enable us to have your GST completed before due date and avoid penalties.

Yours faithfully

**EASTWOOD BOURKE LIMITED**

Email: [office@eastwoodbourke.co.nz](mailto:office@eastwoodbourke.co.nz) GBE \

**GST RETURN CHECKLIST: - IMPORTANT:**

If any of the following apply to you, please advise us and provide full details/documentation.

**HAVE YOU:**

- acquired or disposed (including trade-ins) of any assets ? **YES / NO**
- acquired any secondhand goods from Non GST registered parties? **YES / NO**
- entered into any legal property transactions (conditional or unconditional)? **YES / NO**
- any deposits received by a solicitor, or agent, in respect of any asset sales? **YES / NO**
- entered into any lease, rental, or hire purchase agreements? **YES / NO**
- made any payments in relation to exempt activities (eg, residential)? **YES / NO**
- made payments for goods imported. If so, have you paid GST Duty to Customs? **YES / NO**
- received income for exported (zero-rated) goods? **YES / NO**
- obtained and hold Tax Invoices for all purchases and Expenses for the period? **YES / NO**

..... signed .....dated