

# EASTWOOD BOURKE LIMITED

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*Solutions for Business*

Website: [www.eastwoodbourke.co.nz](http://www.eastwoodbourke.co.nz)



CHARTERED ACCOUNTANTS  
AUSTRALIA + NEW ZEALAND

18<sup>th</sup> April 2017

Dear

## **TAX RETURN CHECKLIST 31<sup>st</sup> March 2017**

Enclosed is a tax return checklist. The checklist is an important first step to:-

- **Allow you to give us the details we require.**
- **Remind you of your responsibility to provide accurate and complete information.**

Please use this checklist to help you provide us with all relevant tax return information necessary for us to complete your tax return.

Please provide this information as soon as convenient.

If you need help please feel free to ring or email me, or one of my team:

Jessica Volk ([jessica@eastwoodbourke.co.nz](mailto:jessica@eastwoodbourke.co.nz))

Jo Gundersen ([jo@eastwoodbourke.co.nz](mailto:jo@eastwoodbourke.co.nz))

Yours faithfully

**GERARD EASTWOOD**  
**EASTWOOD BOURKE LIMITED**

Email: [gerard@eastwoodbourke.co.nz](mailto:gerard@eastwoodbourke.co.nz)

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# TAX RETURN CHECKLIST

Year Ended 31 March 2017

In order to accurately complete your tax return for the year you will need to provide the following information:

## INCOME

- INTEREST & DIVIDENDS:** Please provide dividend and interest advice slips to show income earned and withholding tax & imputation credits paid on your behalf. We require dividend and interest advice slips for joint investments.
- OTHER INCOME** (attach a schedule with details including expenses where applicable):

* Rents	* Overseas Income
* Partnership, Trusts or Estates	* Other

## TAX CREDITS

- Independent Earner Tax Credit (Below \$48,000 Taxable Income):**  
Are you a NZ Resident and did you work for 20 hours or more per week for the whole year and/or received earnings related compensation, paid parental leave or a sickness benefit?

## WORKING FOR FAMILIES TAX CREDITS

- Has the number of children you care for changed during the year? If so, please supply details (names, dates of birth, dates of starting or ceasing care).
- Have you received Working For Families Tax Credit Payments during the year?
- Have you worked for 20 or more hours per week, or have you and /or your partner worked for 30 or more hours per week? If so, please provide the number of weeks involved.
- Have you received paid parental leave or income-tested benefits during the year? If so, provide details.

### **IMPORTANT:**

*The definition of "Family Income" for eligibility for Working For Families Tax Credits changed in April 2012, and may affect your entitlement to these tax credits. In order to complete your returns correctly you need to advise us of:*

- Other Receipts over \$5,000 pa** (Taxable or not) received by the family for day to day living cost.
- Tax Exempt Income, PIE Income, & Payments into the Farm Income Equalisation Scheme.**
- Pensions & Annuities** - 50% of amounts received from life insurance policies or superannuation funds.
- Attributable Fringe Benefits** - the tax inclusive value of benefits if you own 50% or more of a company must be added to your Working For Families Family Income.
- Attributable Trustee Income** - all Trustee Income (ie not allocated to beneficiaries) where you are a settlor is now part of family income. This includes income from trading & investment & from a company controlled by the Trust.
- Childrens Passive Income (if over \$500 each child)**, including Interest, Dividends, Rent, Trust Income.

# TAX RETURN CHECKLIST

Year Ended 31 March 2017

## FAMILY SUPPORT (Child Support)

- Have you received family support from WINZ or a previous partner? If so, how much?
- Have you paid family support to WINZ or a previous partner? If so, how much?

## STUDENT LOANS

- Do you have an obligation to repay a student loan?

## OVERSEAS SHARES

- Did you have overseas shares that cost more than \$50,000NZ as at 31<sup>st</sup> March 2017? If so, please supply details.

## DONATIONS

**IMPORTANT:** You need to provide us receipts for all payments made.

**NOTE:** Donations Rebate Claims can no longer be filed before your income tax return for the same year. This is because you are not allowed to receive more in Donations Rebate than you pay in Income Tax.

- Donations:* Have you made payments of \$5 or more to approved donee organisations?

Please complete this checklist and return with your tax information. When we have completed your tax return you will be requested to sign the declaration on the return to confirm that the tax return is complete and accurate. Once signed and returned to us your tax return is then sent electronically to Inland Revenue.