

# The Tax Lady End of Year Checklist - Rental

## Information required to complete Financial Accounts and Tax Returns for the tax year ended 31 March.....



**The Tax Lady**  
 PO Box 48075  
 Wellington 5142  
 PH: 04 526 4866  
 admin@thetaxlady.co.nz

### Your Details:

Name:..... Address:.....

.....

Phone:..... Mobile:..... IRD Number:.....

Email:.....

### Bank Details for IRD Refund

Bank	Branch	Account Number						Suffix

All financial accounts will be sent through our electronic portal this year.

If you would also like a hard copy to be posted to you please tick here.

POSTED:

### Did you receive income from any of the following sources:

	No	Yes (If yes, please attach details)
▪ Rental Personal Name.....	<input type="checkbox"/>	<input type="checkbox"/>
▪ Rental Joint Name.....	<input type="checkbox"/>	<input type="checkbox"/>
▪ Rental Partnership.....	<input type="checkbox"/>	<input type="checkbox"/>
▪ Rental Company/LTC.....	<input type="checkbox"/>	<input type="checkbox"/>
▪ Rental Trust.....	<input type="checkbox"/>	<input type="checkbox"/>
▪ Personal Interest/Dividends.....	<input type="checkbox"/>	<input type="checkbox"/>
▪ Overseas Pension.....	<input type="checkbox"/>	<input type="checkbox"/>
▪ Overseas Income (including interest).....	<input type="checkbox"/>	<input type="checkbox"/>
▪ Self-Employment.....	<input type="checkbox"/>	<input type="checkbox"/>
▪ Shareholders Salary.....	<input type="checkbox"/>	<input type="checkbox"/>
▪ PAYE Income.....	<input type="checkbox"/>	<input type="checkbox"/>

### General

Tick if attached

- A. Have you paid premiums on an Indemnity Income Protection Insurance Policy?  
 If yes, you should have been provided with annual confirmation of the premiums paid by your insurance company.  
 Please provide a copy of this confirmation.
- B. Have you made any donations during the year?  
 If yes, please include all donation rebate receipts and we can claim these for you.
- C. Lump sum payments and pensions from overseas superannuation funds may be taxable income in New Zealand.  
 Please ensure you discuss or advise us of any overseas funds you have or have received benefits from.
- D. If there are any other matters which you feel may be important in determining your tax position that are not included on previous pages, please note them here:  
 .....  
 .....  
 .....  
 .....

## Section 1

### Rental Property

Addresses of Property(s) rented .....

	Attached	N/A
▪ Rental Income Received (per property) .....	<input type="checkbox"/>	<input type="checkbox"/>
▪ Rates.....	<input type="checkbox"/>	<input type="checkbox"/>
▪ Insurance - House.....	<input type="checkbox"/>	<input type="checkbox"/>
▪ Insurance - Contents .....	<input type="checkbox"/>	<input type="checkbox"/>
▪ Water Charges.....	<input type="checkbox"/>	<input type="checkbox"/>
▪ Security Costs .....	<input type="checkbox"/>	<input type="checkbox"/>
▪ Advertising Costs.....	<input type="checkbox"/>	<input type="checkbox"/>
▪ Repairs and Maintenance .....	<input type="checkbox"/>	<input type="checkbox"/>
▪ Motor Vehicle (Travel to and from rental, kms).....	<input type="checkbox"/>	<input type="checkbox"/>
▪ Body Corporate Costs.....	<input type="checkbox"/>	<input type="checkbox"/>
▪ Management Commissions/Fees .....	<input type="checkbox"/>	<input type="checkbox"/>
▪ Mortgage Interest (Interest paid only, not interest/principal combined).....	<input type="checkbox"/>	<input type="checkbox"/>
▪ Other expenses e.g. Bank Fees.....	<input type="checkbox"/>	<input type="checkbox"/>
▪ Was it rented for 12 months? If not, how many? .....	<input type="checkbox"/>	<input type="checkbox"/>
▪ If less than 12 months, was it <b>available</b> for rent while vacant? .....	<input type="checkbox"/>	<input type="checkbox"/>

If summaries are not supplied please provide us with either:

- A. Bank Statements with rental income and expenses coded on statements for the full income year.
- B. Receipts for expenses for the income year together with a total figure for rent received.  
The expenses should be grouped into different categories e.g. rates, insurance, etc.

**Note: For any bank or loan statements please provide a downloaded QIF file from your internet banking.**

Is this the first year of the rental property? If so, please provide the following:

- A. Solicitors Settlement Statement (in full).
- B. Government Valuation of Property (Can be obtained from Valuation NZ).
- C. Council Rates Invoices.

### Look Through Company (LTC)

If not previously supplied, please provide details of guarantees in place over company loans.

## Section 2

### Independent Earner Tax Credit Entitlement

This credit can be available to taxpayers earning between \$24,000 - \$48,000

To help us establish if you are entitled to the Independent Earner Tax Credit please answer the following questions.

Are you a NZ tax resident?..... YES/NO

Are you or your partner receiving working for families tax credits? ..... YES/NO

Are you receiving an overseas equivalent of working for families tax credits? ..... YES/NO

**Are you receiving:**

Income tested benefit ..... YES/NO    New Zealand Superannuation ..... YES/NO

Veteran's Pension ..... YES/NO    Overseas equivalent of these ..... YES/NO

Please note your entitlement to IETC is determined monthly. This means that if you don't meet the criteria for any part of a month, then you won't qualify to receive the IETC for the entire month. We will calculate the amount claimable for you.

## Section 3

### Company Questions

#### Shareholding

A. Did the shareholding or directors change during the year? If yes, please state the changes here:

.....  
.....  
.....

B. Are any of the shareholders foreign residents?

.....  
.....  
.....

## Section 4

### Terms and Conditions of Trade

#### Payment

Unless otherwise agreed, payment of invoices shall be made to The Tax Lady within 21 days of invoice being issued.

- Interest at 1.5% per month may be charged on overdue accounts.
- Any expenses, costs and disbursements incurred by The Tax Lady in recovering any outstanding money including debt collection agency fees or solicitor costs shall be paid by the customer.

#### Privacy

The customer authorises The Tax Lady to collect, retain and use personal information about the customer (including the information collected in the document) for the following purposes only:

- Assessing the customer's creditworthiness.
- Disclosing to a third party details of this application and any subsequent dealings it may have with The Tax Lady for the purpose of recovering amounts payable by the customer.
- Providing credit references.

## Section 5

I/We hereby authorise The Tax Lady to complete the compilation of financial statements and other related income tax returns for me/us for the year end 31 March..... I/We understand that a compilation is limited to the collection, classification and summarisation of financial information supplied by me/us and does not involve the verification of that information. I/We do not require The Tax Lady to carry out an audit or review assignment on the financial statements prepared.

Pursuant to the Privacy Act 1993 I/We authorise The Tax Lady to obtain whatever information is required from third parties to complete the preparation of my/our financial statements and tax returns and to obtain information, by whatever means is appropriate.

Authority is given to obtain information from Inland Revenue to enable my tax returns to be completed. This includes obtaining information via online services available on Inland Revenue's Website.

Date .....

Client Signature .....

Client Signature .....



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