**TAPESTRY MUSIC LTD**

2016 TAXATION CHECKLIST (1/4/2015 – 31/3/2016)

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| --- | --- | --- | --- |
| **TO: David Feehan**  **Tapestry Music Ltd**  **Box 575**  **WELLINGTON**  **(Note – For new clients please read New Client page BEFORE filling out this checklist)** | **NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **IRD NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **BALANCE DATE: (If not 31.3.16) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **DATE OF BIRTH: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **SELF EMPLOYED OCCUPATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **STATUS? PAID HOURS, PLEASE TICK** (**√)**  **UNDER 30 HOURS/WEEK: (\_\_) part-time.**  **OVER 30 HOURS/WEEK: (\_\_) full-time.** | | |
|  | **PHONE:** | **Home\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  | **Fax\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Cell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **E-mail:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |

*The records and information set out below are required by law. Please answer ALL questions,  
attaching separate schedules or information, receipts etc where appropriate.*

IT IS IMPORTANT THAT YOU COMPLETE THE ENTIRE CHECKLIST. Please sign the authority page on completion. Checklists not signed or not supplied will delay your return indefinitely as we are not allowed to act for you unless this is signed.

TICK (√) IF APPLICABLE / LEAVE BLANK IF NOT:

|  |  |  |
| --- | --- | --- |
|  | 1 | Paye Earnings, Withholding (Schedular) Income, Tax Paid, Commission, NZ Superannuation, Accident Compensation, Income Tested Benefits. |
|  | 2 | Interest Received. (Please attach all interest certificates, PIR & PIE statements.) These need to be sighted. |
|  | 3 | Dividends Received. (Please attach all dividend certificates including any advice regarding unit trust distributions.) |
|  | 4 | Income from Estate/Trust/Partnership. (Please attach copies of these returns if prepared by another accountant). |
|  | 5 | Property Rental Income. Please attach full details of rent received, address of property, number of months let or available for letting and expenses (e.g. bank fees, insurance, interest, legal, rates, repairs and maintenance). If the Rental Income is prepared by another party, please provide the information. If this is a new rental property, you must provide a valuation of all chattels as at the date of purchase. We cannot claim depreciation on the property itself – just the chattels. If you have multiple rental properties, we must provide a Profit & Loss Statement, Depreciation Schedule for each, so please provide the information to us, for each. |
|  | 6 | Other Income. (Please attach a listing of any other income earned e.g. APRA royalties and any untaxed income). INCLUDE TAX-FREE ALLOWANCES HERE (NB: If you are an NZSO contractor, this is vital as you cannot claim expenses against tax-free allowances received without declaring the tax-free allowances.) Cash Income, Non Taxed Income, Fees, Grants. |
|  | 7 | Deductible Expenses. (Please attach details of expenses incurred in earning income as per attached pages - Appendix A.) |
|  | 8 | Are you registered for GST? YES / NO. If yes, are the figures you are supplying to us Net of GST? YES / NO. (Please circle one). You must provide all your GST return copies and the supporting documents. VITAL!! |
|  | 9 | Working for Families (WFF). See separate pages. YOU MUST ACTION PAGE TWO. |
|  | 10 | Donations. Please attach all donations receipts that you wish to claim. (See FAQ #5) |