

**DFK OSWIN GRIFFITHS CARLTON**  
**INFORMATION REQUEST**  
**FOR THE YEAR ENDED 31 MARCH 2019**  
**ACCOUNTS AND INCOME TAX RETURNS**

CLIENT NAME \_\_\_\_\_

BUSINESS NO. \_\_\_\_\_ MOBILE NO. \_\_\_\_\_

HOME NO. \_\_\_\_\_ FAX NO. \_\_\_\_\_

EMAIL. \_\_\_\_\_ PERSON TO CONTACT \_\_\_\_\_

NATURE OF BUSINESS \_\_\_\_\_

RECORDS AND INFORMATION REQUIRED	YES	NO	N/A
1. Bank Statements covering 1/4/18 to 31/3/19 for <u>all bank accounts</u> .			
2. Cheque butts and deposit books (if applicable).			
3. Bank Certificates for interest received by the company, trust, etc. (IR15) (Certificate required for all bank accounts)			
4. Cash Book, Cash Manager backup disk or Trial Balance (whichever is applicable). This must be reconciled to the bank statements.			
5. A list of unpresented cheques at 31/3/19 and last cheque number for 31/3/19.			
6. Unbanked takings at 31/3/19.			
7. Petty Cash or till float at 31/3/19.			
8. Summary of cash payments made from Sales eg. wages, purchases, motor vehicle expenses, drawings etc.			
9. Copies of GST Returns including GST calculation work papers (if prepared by you).			
10. Copies of FBT Returns including calculation work papers (if prepared by you).			
11. Monthly summary of wages (if prepared by you). (Refer to supplementary schedule)			
12. Stock on hand at 31 March 2019 valued at the lower of cost or net realisable value excluding GST. (Complete supplementary schedule)			
13. List of trade debtors (including GST) - money owing to you at 31/3/19.			

RECORDS AND INFORMATION REQUIRED	YES	NO	N/A
14. List of trade creditors and accrued expenses at 31/3/19 (including GST) - money owed by you. <u>(Please write the expense code).</u> Balance of Holiday Pay owing at 31/3/19 \$ _____  Holiday Pay Paid between 1/4/18 & 2/6/19 \$ _____  Commissions/Royalties owed at 31/3/19 \$ _____			
15. List of fixed assets purchased, traded-in, scrapped or disposed of during the year.			
16. Copies of any hire purchase or lease agreements entered into during the year.			
17. Details of major repairs and maintenance during the year.			
18. Furnish copies of invoices for legal fees paid.			
19. Details of all expenses incurred for claiming home office expenses (Please complete attached form).			
20. Use of private motor vehicle for business. Indicate mileage travelled or percentage of business usage. The IRD require you to keep a log book for 3 months in every 3 year period. The business use in the 3 months determines the percentage of motor vehicle costs that can be claimed for tax purposes.  Log Book Kept _____ to _____  Business use % from log book _____%			
21. Any private adjustment for telephone and tolls, power, goods and others. (please specify)			
22. List of business expenses paid from personal funds.			
23. Copies all Bank loan statements or Balances at 31/3/19 or details of loans or mortgages raised or repaid during the year.			
24. Details of Entertainment Expenses. As generally 50% of these expenses are not tax deductible.			
25. Did the business have any contingent liabilities (i.e outstanding court cases etc) or enter into any capital commitments at 31/3/19? If so, please specify.			

**INDIVIDUAL INCOME**

RECORDS AND INFORMATION REQUIRED	YES	NO	N/A
1. Summary of Earnings.			
2. Details on Income from Overseas Pensions.			
3. Bank Interest (Certificates required for <u>all</u> bank accounts) (IR15) and other interest earned.			
4. Dividend advice – Please complete attached form			
5. Rental received and expenses paid on rental properties (Refer supplementary schedule)			
6. Income from Estate/Trust(s) (Please provide details of any income and tax paid by the estate/trust).			
7. Partnerships – Please advise your share of Income or Losses in all partnerships and amount of tax paid if any.			
8. Overseas income and overseas tax paid (accounts and tax returns required)			
9. Details of all investments in shares/share portfolio			
10. Donations receipts (Please complete attached form)			
11. Family Support received during the year (IR12DN required) – Please provide copy of birth certificate for each individual.  <u>Name of Child</u> <u>Date of Birth</u> _____ _____ _____ _____ _____			
Names of Individual Returns to be prepared by DFK Oswin Griffiths Carlton.			
<u>Names</u>	<u>Date of Birth</u>	<u>IRD No.</u>	
1. _____	_____	_____	
2. _____	_____	_____	
3. _____	_____	_____	
4. _____	_____	_____	

**Instruction**

I/We Instruct DFK Oswin Griffiths Carlton to prepare the financial statements and tax returns as requested. I/We undertake to supply all the information necessary for this engagement and to be responsible for the accuracy and completeness of such information. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the financial statements or tax return summaries so far as third parties are concerned.

**Privacy Act Authorisation**

I/We authorise DFK Oswin Griffiths Carlton to communicate with the appropriate bankers, solicitors, finance companies, ACC and other persons or organisations to obtain such further information as is required to carry out the above instruction.

**IRD/ACC Linking Authority**

I/We authorise DFK Oswin Griffiths Carlton to link me as a client of their Tax Agency with the Inland Revenue Department for all Tax Types.

I/We authorize DFK Oswin Griffiths Carlton to link my/our business(s) with Accident Compensation Corporation for all ACC Types.

CLIENTS SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

INITIALS OF REVIEWER: \_\_\_\_\_

DATE REVIEWED: \_\_\_\_\_

**SUPPLEMENTARY SCHEDULE I  
FOR THE YEAR ENDED 31 MARCH 2019**

CLIENT NAME \_\_\_\_\_

<b>INTEREST INCOME</b> (Please provide Interest Certificate or fill in details below)			
<u>PAYER DETAIL</u> (Client to complete)	<u>GROSS INTEREST</u>	<u>RESIDENT WITHHOLDING TAX</u>	
<b>DIVIDEND INCOME</b> (Please provide Dividend Certificate or fill in details below)			
<u>PAYER DETAIL</u> (Client to complete)	<u>GROSS DIVIDEND</u>	<u>IMPUTATION CREDIT</u>	<u>RWT</u>









**SUPPLEMENTARY SCHEDULE V  
FOR THE YEAR ENDED 31 MARCH 2019**

CLIENT NAME \_\_\_\_\_

<b>DONATIONS (Please provide receipts)</b>	
<u>ORGANISATION(S)</u> (Client to complete)	<u>AMOUNT</u> (Client to complete)

**SUMMARY OF WAGES**

	Gross Wage	PAYE
April		
May		
June		
July		
August		
September		
October		
November		
December		
January		
February		
March		
<b>TOTAL</b>		

**SUPPLEMENTARY SCHEDULE VI  
FOR THE YEAR ENDED 31 MARCH 2019**

CLIENT NAME \_\_\_\_\_

<b>RENTAL INCOME</b>	
• Property Address	_____
• Purchase Price	_____
• Date of Purchase	_____
• Government Valuation (If known)	_____
• Rental period	_____ to _____
• Weekly Rental \$	_____
• Deposited in	_____
<b>Expenses Paid on Rental Properties (Please provide invoices if possible)</b>	
• Cleaning	_____
• Electricity	_____
• Insurance	_____
• Interest	_____ (Please provide mortgage or loan statement)
• Rates	_____
• Repair & Maintenance	_____
• Water Rates	_____
• Other Expenses (Please specify)	
	_____
	_____
	_____
• If you purchased or sold a rental property during the financial year, please provide copies of the settlement statements from your lawyer	
If using a Real Estate Agent, please provide rental statements and complete the following	
• Real Estate Agent	_____
• Contact Phone Number	_____

**SUPPLEMENTARY SCHEDULE VII**

**FOR THE YEAR ENDED 31 MARCH 2019**

CLIENT NAME \_\_\_\_\_

**HOME OFFICE EXPENSE**

Please complete section A only if there is a change from last year. Section B & C must be completed where applicable.

**Section A**

- Property Address \_\_\_\_\_
- Cost of Property \_\_\_\_\_
- Date of Purchase \_\_\_\_\_
- Copy of Settlement Statement to be supplied
- Government Valuation (If known) Land \_\_\_\_\_ Improvements \_\_\_\_\_
- Total Floor Area \_\_\_\_\_ square meter
- Office Floor Area \_\_\_\_\_ square meter

**Section B**

- Subsequent Capital Additions \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Section C**

Expenses Paid on Rental Properties (please provide invoices if possible)

- Cleaning \_\_\_\_\_
  - Electricity/Gas \_\_\_\_\_
  - Insurance \_\_\_\_\_
  - Interest \_\_\_\_\_ (please provide mortgage or loan statement)
  - Rates \_\_\_\_\_
  - Repair & Maintenance \_\_\_\_\_
  - Water Rates \_\_\_\_\_
  - Rent \_\_\_\_\_
  - Other Expenses (please specify) Amount
- |  |  |
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