

2019 Business Checklist

Entity Name		Trading as	
IRD No.		Phone:	
		Email:	
Address			

Business structure Sole Trader Partnership Company LTC Trust
Club/Society Charity

To: Frances Cartwright – Thump Tax Limited

The preparation of our financial statements is at our request and for our purposes only. It is not to include an audit nor a detailed review to substantiate the accuracy of the information.

We hereby instruct Thump Tax Ltd to prepare my/our Taxation Returns. We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. We further understand you will not be liable for any losses, claims or demands by any 3rd person including any claims made by the IRD which may arise out of advice given by your firm. We understand there are inherent risks wherever judgement has to be used in relation to tax matters. We accept your function is limited to providing us with information to aid us with tax decisions but the ultimate responsibility for making those decisions is ours and your firm will not be responsible for them.

You are to represent us as our tax agent. You are therefore authorised to sign any taxation return on behalf of myself or any of my associated entities. I agree I am responsible to check the accuracy of tax returns before the returns been signed.

You are hereby authorised to obtain information from Inland Revenue about all tax types until further notice. This includes obtaining information through all Inland Revenue media and communication channels.

Signature _____ Date _____

Records Required	X	Comments
Bank Statements, Cheque butts, Cash Books, etc		
Bank Statements clearly identifying all transactions, including any savings account. Or	<input type="checkbox"/>	
Cash Book reconciled to the bank statements. Or	<input type="checkbox"/>	

Computerised Accounts (e.g. Xero, MYOB etc)	<input type="checkbox"/>	
Loan Statements		
Please supply a summary of all loan accounts showing: <ul style="list-style-type: none"> • interest paid for year • principal paid for year • balance owing as at 31 March 	<input type="checkbox"/>	
Employers – Wages/Salaries paid to Employees		
Please supply a wages book or Monthly Deduction Schedule showing Monthly Gross Wages, Employer Kiwisaver Contribution, Payment to IRD; Total:	<input type="checkbox"/>	
FBT Returns		
Copies of FBT returns and work papers.	<input type="checkbox"/>	
GST Returns		
Copies of GST returns and work papers.	<input type="checkbox"/>	
Interest and Dividends Received		
Copies of Certificates	<input type="checkbox"/>	
Accounts Receivable (Debtors)		
Money owing to you at balance date. Please provide the details.	<input type="checkbox"/>	
Accounts Payable (Creditors)		
Money owing by you at balance date. Please provide the details.	<input type="checkbox"/>	
Cash on Hand		
Include cash sales prior to balance date but not banked until after balance date.	<input type="checkbox"/>	Cash on hand \$_____ Petty Cash \$_____
Stock on Hand		
Stock should be physically counted at balance date	<input type="checkbox"/>	Valued at \$_____ GST Excluded
Assets Purchased / Sold		
Details of assets purchased or sold during the year, such as motor vehicles, plant and equipment and properties. <ul style="list-style-type: none"> • Hire purchase or loan agreement and invoice • Lease agreements • Trade-in details • Lost, stolen or scrapped items 	<input type="checkbox"/>	
Transactions Not Through the Business		
Please list any sales and expenses paid by cash or through private account if applicable.	<input type="checkbox"/>	

