# PERSONAL INFORMATION CHECKLIST
# FOR YEAR ENDED 31ST MARCH 2023

| | |
|---|---|
| Client Name: | Date: |
| Address: | Postal Address: |
| Telephone: | Mobile: |
| Fax: | Convenient time to call: |
| Email: | Marital Status: Has this changed? |

***Please answer all questions. As the information you provide will be used for tax purposes, it is important that the information that you supply us is accurate and complete. If you have queries, please contact us.***

To: Greenlane CA Limited

I/We hereby instruct you to prepare my/our Financial Reports and Taxation Returns.

I/We undertake to supply all information necessary to carry out such services and will be responsible for the accuracy and completeness of such information. I/We understand that I am/we are responsible for the payment of all taxes. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the financial statements insofar as third parties are concerned, or the fulfilling of any statutory audit requirements. You are hereby authorized to communicate with the appropriate bankers, solicitors, finance companies, Inland Revenue Department, and other persons or organisation to obtain such further information as you may require in order to carry out the above assignments.

………………………………………………………… ……………………………………………….
Client Signature Date

greenlane CA LIMITED

**Tick in Boxes if Applicable / Circle Yes or No**

| | | | |
|---|---|---|---|
| **Wages and Salary**<br><br>We receive a summary of wages/salary earning direct from IRD. Please list employers to enable us to check these details.<br><br>………………………………………………………………<br><br>………………………………………………………………<br><br>……………………………………………………………… | | **Share of Partnership Income**<br><br>Partnership Name: ……………………………<br><br>IRD Number: ……………………………………<br><br>Share of Profit/Loss: $..........................<br><br>Share of Tax Credit: $ …………………………<br><br>Does any of your income arise as a result of "personal effort"? | <br><br><br><br><br><br><br><br>Y/N |
| **Unit Trusts / Investment Portfolios**<br><br>Please attach all advice notices. | | **Share of Trust Income**<br><br>Trust Name: ………………………………………<br><br>IRD Number: ………………………………………<br><br>Share of Profit: $....................................<br><br>Share of Tax Credits: $ …………………………<br><br>Distribution (provide details): $............... | |
| **Interest**<br><br>Please attach all tax deduction certificates. | | **Donations Rebate**<br><br>If you wish us to complete your claim, please provide all donation receipts collected during the year. Include donations to schools and kindergartens. | |
| **Dividends**<br><br>Please attach all dividend advice certificates. This includes shares issued in lieu of cash dividends, taxable bonus issues and employee share plans. | | **Overseas Income**<br><br>Did you have any foreign sources of income, including withdrawals and transfers from foreign super and pension schemes? If yes, please provide details, including advice notes showing gross distributions and any overseas taxes deducted. Please also provide details of the country the income was derived from.<br><br>Please provide details of any overseas life insurance policies and superannuation.<br><br>Do you hold a four year temporary tax (transitional resident) exemption? | <br><br><br><br><br><br><br><br><br><br><br><br>Y/N |

**Any Other Income**

Please provide details of any other income, e.g. royalties, cash jobs, in-home childcare services, loss of earnings insurance claims.

**Income/Losses from Look Through Co.**

Company Name: ……………………………………..

IRD Number: ……………………………………………

Share of Profit/Loss: $.................................

Or provide copy of financial statements.

**Rental Income**

Please supply bank statements or attach a list of rental income and expenses.

- Gross rental receipts.
- Expenses, i.e. Interest, insurance, rates, repairs.
- Give addresses of properties bought or sold during the year.
- Period the property was available to rent during the year: …………………months
- Please supply bank statements or attach a list of rental income and expenses.
- Gross rental receipts.
- Expenses, i.e. interest, insurance, rates, repairs.
- Give addresses of properties rented.
- Provide solicitor statements for any rental properties bought or sold during the year.
- Period the property was available to rent during the year: ……………………months

**Deductible Expenses**

Please provide full details of any expenses incurred in deriving income from sources other than employment. Please attach supporting documents to substantiate expenses. Types of expenses:

Income Protection Insurance: $.................

Commissions: $ ……………………………………

Interest paid on funds borrowed for business or investment: $ ……………………………………

Expenses relating to scheduler payments, e.g. ACC levy: $ ………………………………………………

**ACC – For Self Employed**

If you were not on CoverPlus Extra last year, do you wish application to be made for that cover this year?

**Tax Credits**

Tax Credits are now claimed on a separate form from your tax return. You can download and complete IR 526 form from the IRD website. If you want us to complete your Tax Credit return, please provide us all your donation receipts.

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| **Family Assistance / Support** | | **Other Information** | |
|---|---|---|---|
| If you have children under 18 years of age during the year you may be entitled to Family Support.<br><br>Please provide details of your children. | | <u>Student Loan</u><br>If you had student loan during the year please attach details | Y/N |
| <u>Name</u>   <u>DOB</u>   <u>Date of Change</u><br><br>………………   ……………   ……………………<br><br>………………..   ……………   ……………………<br><br>…………………   ……………   …………………… | | <u>Shares and Bonds</u><br>Please supply details of all changes during the year (eg brokers notes) | Y/N |
| | | Are you getting a refund?<br>Banked into Account Number:<br><br>………………………………………………………………. | Y/N |
| | | Used to offset provisional tax liability if any | Y/N |
| If you have received any Family Support payments during the year please supply us with the certificate issued by Work and Income NZ. | | Other relevant information:<br><br>……………………………………………………………………… | |
| Details of Spouses Taxable income and IRD number. | | ……………………………………………………………………… | |
| Do one or both parents normally work 30 hours or more per week? | Y/N | ……………………………………………………………………… | |
| Or if a single parent, do you normally work 20 hours or more per week? | Y/N | ……………………………………………………………………… | |
| If you are entitled to Working for Families Tax Credits (WFTC) we will need to contact you to receive further confirmation of any other income you received which may form part of your Family Income for WFTC purposes. | | ………………………………………………………………………<br><br>……………………………………………………………………… | |