greenlane
CA LIMITED

TRUST/ESTATE INFORMATION CHECKLIST
FOR YEAR ENDED 31ST MARCH 2023

Trust/Estate Name:	**Date:**
Postal Address:	
Telephone:	**Mobile:**
Fax:	**Email:**
Beneficiaries: Have there been any new beneficiaries added this year?	

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 authorised to communicate with the appropriate bankers, solicitors, finance companies, Inland Revenue Department, and other persons or organisations to obtain such further information as you may require in order to carry out the above assignments.

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

Tick in Boxes if Applicable

BANK STATEMENTS	
If the trust has a separate bank account, please supply the bank statements.	☐
INCOME	
Share of Income from a partnership (if not prepared by us)	☐
Partnership Name:…………………………………………………. IRD Number: …………………………………. Share of Surplus (deficit) $................ Share of tax credits $.................	
Unit Trusts	☐
Please attach all advice notices.	
Interest	☐
Please attach all tax deduction certificates.	
Dividends	☐
Please attach all dividend advice certificates and this includes shares issued in lieu of cash dividends.	
Property Valuations	☐
Please provide a copy of any Government valuations of your properties received in this financial year, except your private dwelling	
Overseas Income	☐
Did you have any foreign investments that you derived income from? Provide advice notes showing gross distributions and any overseas tax deducted.	
Any Other Income	☐
Please provide details. ……	
RENTAL INCOME	
Please supply bank statements or attach a list of rental income and expenses. • Gross rental receipts • Expenses ie; interest, insurance, rates, repairs • Addresses of properties rented • Solicitor statements for rental properties bought or sold during the year • Period the property was available to rent …………… months	☐
OTHER INCOME	
Are you getting a refund?	☐
If your tax calculations result in a refund and you are a provisional tax payer, do you want the refund	
Banked into account number ……………………………………………………………. (attach deposit slip)	☐
Offset against provisional tax liability if any	☐
GIFTS	
Note that all gifts made during the year to the Trust as well as any payments made on behalf of the trust not recorded in the Trust bank account. ……. …….	

BENEFICIARIES
Please advise any payments made on behalf of beneficiaries that have been paid through the Trust/ Estate bank account. Include copies of all minutes prepared during the year. ……….. ……….. Please advise if any beneficiary has turned 16 years of age during the year or if any child beneficiary has received income from other sources. …… …… Please note below any questions you may have in regard to transactions during the year or any other matters. …… ……..