



END OF TAX YEAR CHECKLIST FOR CLIENTS

CLIENT NAME: _____ **Tax Year:** _____

Some of the following information **MAY NOT BE APPLICABLE** to your business activity and some information MAY HAVE ALREADY BEEN PROVIDED TO US THROUGHOUT THE YEAR

- 1) **Stock on hand** as at 31 March valued at the lower of cost or resale value, exclusive of GST
(you only need to provide this if your stock level was in excess of \$5000)

31 March stock level	\$
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- 2) **Money owed to you by debtors as at 31 March**

Debtor Name	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

- 3) **Money owed by you to creditors as at 31 March**

Creditor Name	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

- 4) **Bad Debts written off (GST inclusive)**

Debtor Name	Amount written off
	\$
	\$
	\$
	\$
	\$

- 5) **List of unresented cheques issued as at 31 March**

Cheque No	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

- 6) Takings on hand and not banked at 31 March (including float)

\$ _____

CLIENT NAME: _____

Tax Year: _____

7) List of Assets Bought During the Year

Asset	Bought For:	Purchase Date
	\$	
	\$	
	\$	
	\$	

8) List of Assets Sold During the Year

Asset	Sold For:	Sale Date
	\$	
	\$	
	\$	
	\$	

9) Bank Balances as at 31 March

Account No	Balance
	\$
	\$
	\$

10) Additional Cash Expenses to be Claimed (not supplied to us during the year)

(please send us the cash receipts or attach a separate list if there is not enough room here to claim them all)

Expense Type	Amount
	\$
	\$
	\$
	\$

11) Additional Credit Card Statements (not supplied to us during the year)

(Please attach the statements with expenses highlighted and coded with a one word description e.g. motor vehicle, materials etc)

12) Home Office Expenses (percentage claim)

Or you can send us copies of your home bills to claim or spreadsheet of these costs - whichever you prefer)

Expenses that can be claimed are:	Totals for the year
Rates	\$
Home and contents insurance	\$
Electricity	\$
Rent or mortgage interest (not principal)	\$
Repairs	\$
Telephone line rental amount only (we can claim 50%)	\$
Business calls itemised on your home line (not personal)	\$

13) Please enclose copies of all finance, lease or hire purchase agreements in existence

14) Please enclose copies of all business loan documents in existence

15) Please enclose all original charitable donation receipts

16) Please enclose bank and share dividend and interest statements for the year

Please fax to 0800-77-3457 or post to us at P O Box 402 Silverdale 0944

Dated _____