

	<i>Office use only</i>
Name:	-----
Balance Date:	----- / ----- / -----
Reference	-----

## 2008 Personal Taxation Checklist

**Please complete for any changes:**

Home telephone: -----

Office telephone: -----

Mobile telephone: -----

Fax number: -----

**E-mail address:** -----

### Information required for personal income tax return

Please ensure this form is completed in full. If any section is not applicable, please cross the box  N/A  
 Your assistance is appreciated as time spent seeking information will cause delays and increase costs.

<b>1. Summary of earnings / personal tax summary</b> (IR544/IR537 or IR538)	N/A <input type="checkbox"/>		
These forms summarise your New Zealand earnings which have had tax deducted and the IRD usually forwards them to us as your tax agent. Should you have received any of these forms please enclose them with your records.			
<b>2. Income from financial arrangements</b>	N/A <input type="checkbox"/>		
Please provide details of any 'financial arrangements' (eg corporate bonds and capital notes, government and local body stock, futures, commercial bills, etc) <b>purchased</b> or <b>sold</b> during the year			
<i>Type</i>	<i>Issuer</i>	<i>Term</i>	<i>Purchase/sale price</i>
_____	_____	_____	_____ P/S
_____	_____	_____	_____ P/S
_____	_____	_____	_____ P/S
<b>3. Investments – shares and deposits</b>	N/A <input type="checkbox"/>		
<b>a. Deposits</b> Please provide: <ul style="list-style-type: none"> <li>• Year end statements for all deposits held by the business at balance date.</li> <li>• Certificates summarising annual interest earned, and RWT deducted for each deposit.</li> </ul>			
<b>b. Shares</b> Please provide: <ul style="list-style-type: none"> <li>• Details of any share purchases or sales by the business during the year.  <i>These details need to include the price, number of shares traded and date of sale/purchase.</i></li> <li>• Dividend statements for any dividends received during the year.</li> </ul>			
<b>c. Portfolio Investment Entities</b> Please: <ul style="list-style-type: none"> <li>• Provide details of any investments in New Zealand Portfolio Investment Entities (PIEs) that were acquired in the year or converted into PIEs during the year.</li> <li>• Advise the Portfolio Investor Rate as notified to any PIE manager in the year.</li> <li>• Provide copies of all distribution summaries received from PIE managers.</li> </ul>			
<b>d. Portfolio Summary Reports</b> If you use an investment manager or advisor, please provide a copy of any portfolio summary reports received in respect of the year.			

<p><b>4. Offshore equity investments</b></p> <p>Offshore equity investments may now be subject to tax under the Fair Dividend Rate (FDR) method of measuring income. Complex calculations may be required, although these may have been done for you already and summarised in a portfolio summary report provided by an investment manager or advisor.</p> <p>Please provide us with details of:</p> <ul style="list-style-type: none"> <li>• All foreign equities owned during the year (name of entity, country of residence, number of shares/units, etc);</li> <li>• Their cost price if acquired during the year or market value as at the start of the year if already owned;</li> <li>• Any income distributions or sale proceeds received.</li> </ul> <p>Alternatively, if you would like to use our spreadsheet template to help calculate the extent of any FDR income, please contact us.</p>	N/A <input type="checkbox"/>
<p><b>5. Disclosure of Foreign Investment Fund Interests</b></p> <p>If you held rights or an interest/shares in any foreign company, unit trust, superannuation scheme or life policy at any time during the year, the following information is required:</p> <ul style="list-style-type: none"> <li>• Name of foreign company or fund</li> <li>• Country of residence</li> <li>• Nature of interest held (eg shares, units, superannuation, insurance)</li> <li>• Date interest acquired / disposed</li> <li>• Details of income received</li> </ul>	N/A <input type="checkbox"/>
<p><b>6. Off-shore investments / loans</b></p> <p>Please provide details and documentation for all bank accounts denominated in foreign currency and all off-shore investments and loans other than those mentioned in question 4.</p>	N/A <input type="checkbox"/>
<p><b>7. Working for Families / changes</b></p> <p>If you or your partner started or stopped receiving Working for Families assistance during the year for any children, please advise:</p> <ul style="list-style-type: none"> <li>• Name of child, date of birth _____</li> <li>• Date assistance began/ceased _____</li> <li>• Reason (eg left school, child born, etc) _____</li> </ul> <p>Please attach your IR541 form</p>	N/A <input type="checkbox"/>
<p><b>8. Rental income</b></p> <p>Please attach full details of the address of the property, rent received, number of months let or available to let and any expenses incurred (bank fees, insurance, interest, legal fees, rates, repairs and maintenance, etc). Where you have earned rental income previously we have attached <b>Schedule A</b> for you to complete.</p>	N/A <input type="checkbox"/>
<p><b>9. Other income</b></p> <p>Please attach full details of any other income (eg royalties, share of partnership/trust/estate income, overseas income, income from share or property dealing, business or self-employed income, shareholder employee salary, taxable Maori authority distribution, etc)</p>	N/A <input type="checkbox"/>
<p><b>10. Deductible expenses</b></p> <p>Please attach details of expenses incurred in earning income (eg commissions, loss of income insurance, ACC levies, interest on loans used to acquire investments, etc) Do not include expenses related to earning your employment income.</p>	N/A <input type="checkbox"/>

**11. Loss from Loss Attributing Qualifying Companies** N/A

Company _____	Shareholding% _____	Share of net loss <sup>N/A</sup> <input type="checkbox"/>
_____	_____	\$ _____
_____	_____	\$ _____

**12. Income less than \$9,880 Rebate** N/A

If your total income is less than \$9,880, how many weeks during the year did you work for at least 20 hours per week in paid employment?

Weeks \_\_\_\_\_

**13. Donations and Child/Housekeeper Rebate** N/A

Please ensure you complete and file the claim form sent directly to you by the Inland Revenue Department. Should you require us to complete the claim form please forward all receipts.

**14. Provisional tax** N/A

If you are a provisional taxpayer and are aware of any matters that may cause your 2009 residual income tax to be significantly different from your 2008 position, please advise details.

**15. Solicitors Details**

Please provide us with the details of your current solicitor/lawyer.

Name: \_\_\_\_\_ Firm: \_\_\_\_\_

**16. Bank Account Details**

Please provide us with details of the bank account to which any rebate or taxation refund (if receivable) can be direct credited. A direct credit from the IRD will ensure that you receive your refund as early as possible.

**Taxation Refund:**  
 Account Name: \_\_\_\_\_ Bank Name: \_\_\_\_\_  
 Account Number: \_\_\_ / \_\_\_ / \_\_\_ / \_\_\_  
 Branch : \_\_\_\_\_

**Rebate Claim:** Same account as above (*please tick*)  **or** a different account as below  
 Account Name: \_\_\_\_\_ Bank Name: \_\_\_\_\_  
 Account Number: \_\_\_ / \_\_\_ / \_\_\_ / \_\_\_  
 Branch : \_\_\_\_\_

**17. SEC Restrictions** N/A

Are you or your spouse or immediate family providing any financial services to a US Public Company or one of its overseas subsidiaries? (These are significant for PricewaterhouseCoopers due to our audit responsibilities in the US).

**18. Instructions / Authorisation for PricewaterhouseCoopers**

I instruct PricewaterhouseCoopers to prepare my taxation return for the 2008 financial year. I undertake to supply all 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 tax return summary or related schedules insofar as third parties are concerned.

**Authorisation to obtain information subject to the Privacy Act**

I authorise PricewaterhouseCoopers to communicate with the appropriate bankers, solicitors, finance companies and other persons or organisations to obtain such further information as is required to carry out the above engagement.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
*(please sign here)*

**19. Notes**