

2019 – INVESTMENT TRUST CHECKLIST

CLIENT _____ BALANCE DATE 31 March 2019
30 June 2019
PH CONTACT BUS. _____ HOME _____ CELL _____
E-MAIL _____

- * If you are unsure about any question please ask.
- * The form must be signed upon completion.

INCOME

1. Did the Trust receive any interest and / or dividend income Yes/No
* *Please attach all annual resident withholding tax certificates provided by each source of interest income.*
* *Please attach all advice slips which accompany dividend payments.*

2. Did the Trust have any investments in Portfolio Investment Entities (P.I.E's)? Yes/No
* *Please attach certificates for income earned for the year.*

3. Did the Trust receive income from any other source Yes/No
* *Please supply details of the other income:*

4. Did the Trust have any overseas investments Yes/No
* *Please advise ALL details of investments and income received.*

5. Did the Trust receive income from a rental property Yes/No
* *If a rental checklist is not supplied, please supply details of the following:*
 - Address of rental property
 - Length of time property was rented during the year
 - Statement showing rent received
 - A detailed list of all expenses supported by receipts. Include rates, insurance, interest, repairs, collection fees etc.
 - Details of any chattels purchased or sold
 - Details of any properties purchased or sold (Solicitors statements).

6. If we prepare financial statements for the trust please provide all bank statements for the year ended 31 March 2019 as a download from your online banking as a QIF or CSV file.

7. Was any gifting made during the year Yes/No
* *If yes please attach paperwork from Lawyers*

Terms of Engagement (Please read and sign)

I hereby instruct you to prepare the Trust Income Tax Return / Statement of Income to comply only with the requirements of the Income Tax Act 1994.

I accept responsibility for the accuracy and completeness of the information supplied to you. I accept responsibility for any failure by me to supply all relevant records and information to you. You are hereby authorised to communicate with Bankers, Solicitors, Finance Companies to obtain such further information as may be required to carry out the above assignment.

I/We _____ (name) authorise Liddell and Crook Ltd to obtain information from Inland Revenue regarding all tax types (except Child Support) until further notice and to correspond with Inland Revenue as may be required to carry out or auxiliary to completing the above assignment. This includes obtaining information through all channels including, but not limited to, the online services available on the Inland Revenue website.

I acknowledge I will be charged on a time and cost basis for the completion of this work.

I authorise my accountant, Liddell and Crook Ltd, to link any tax accounts required from Inland Revenue.

Name

Signature

IRD No

Date _____