2020 – INVESTMENT TRUST CHECKLIST

CLIENT ____________________________ BALANCE DATE 31 March 2020
30 June 2020

PH CONTACT BUS.___________ HOME_____________ CELL___________

E-MAIL___________________________

*	If you are unsure about any question please ask.
*	Use this form when assembling your records.
*	The form must be signed and brought in with your information.

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 and it isn't using Xero, please provide all bank statements for the year ended 31 March 2020 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 above which is to be used in the preparation of my financial statements. You are not to complete an audit, nor do I wish you to undertake a detailed review of my affairs in order to substantiate the accuracy of my information, and therefore you are unable to provide any assurance on my financial statements. I understand your work cannot be relied on to detect error and fraud and that you accept no liability for the accuracy and completeness of the information supplied by me.

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 auxillary 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 ________________________________