

2010

ANNUAL FINANCIAL CHECKLIST  
YEAR ENDED 31 MARCH 2010

[Affix Label Here]

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

If the trust has a bank account, please provide and include one month past balance date:

- All Bank Statements including any savings account or term deposit.
- All Cheque Butts and Deposit Books showing the nature of each payment/deposit.
- Receipt books. Make sure any items not for business sales are clearly marked.
- Supplier invoices filed in cheque number order.
  
- Loan Statements  
Please supply any loan transaction statements for the financial year up to your balance date.
  
- Interest and Dividend Certificates  
Please supply copies of all Interest and Dividend Certificates.
  
- Overseas  
Please include any overseas interest, dividends, wages received and taxation paid.  
Note: New Zealand residents are liable for tax on all world-wide income.
  
- Shares  
Please include details of all shareholding statements  
Foreign shares – please provide details of any foreign shares owned and values at 31 March 2010 if available
  
- Gifting Programme  
Please advise the date of gifts made to your trust during the financial year. If you have copies of the gifting documentation from your solicitor, please attach this.
  
- Major Transactions  
Please provide a list of any major transactions that have occurred during the financial year that affect the trust.
  
- Working for Families Tax Credits  
If you have children under 18, you may be entitled to Family Assistance. Please fill out the table over the page.



Working for Families Tax Credits and Parental Tax Credit

Please supply full names and birth dates of all children. Please note the following:

- § If you had a child born within the current financial year you may be eligible for the Parental Tax Credit. Please include their IRD Number below. If you do not have this you will need to obtain one for them in order to claim any entitlement for them.
- § Where a child has become financially independent during the current financial year, please advise the date they left school or home.

If you have received Working for Families Tax Credits during the year, please supply the certificate issued to you by IRD, detailing the amounts. Also provide details of any child support or maintenance payments made or received. If your child does not have an IRD number, please contact the office and we will explain the process of applying for an IRD number.

Child's Name	IRD No.	Date of Birth	Date Left School