



**Entity Name:** \_\_\_\_\_

### **Compilation Terms**

I instruct Business Like NZ Ltd to prepare special purpose financial reports and income tax returns for above named entity for the year ended 31 March. I undertake to supply all information necessary to carry out such services and accept responsibility for the accuracy and completeness of such information or failure to supply relevant records and information.

### **Contact Information**

Have there been any changes to your contact information? If yes, please provide details.

Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

### **Changes in Taxable Activity**

Has the nature of your business changed from 1 April to 31 March. If so, please provide details.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Client Authority**

As well as your usual partner contact, should you have any queries, please contact your Account Manager on 09 262 0726 or [info@blnz.co.nz](mailto:info@blnz.co.nz)

Dated: \_\_\_\_\_  
Name of Signature: \_\_\_\_\_  
Signed: \_\_\_\_\_

**Please complete the checklist on the next page to ensure you have provided all the applicable information.**

**Without the signed terms of engagement above and information we cannot schedule your work.**



Entity Name:

\_\_\_\_\_

**Records Required from 1 April to 31 March for the above entity**

**Enclosed N/A**

Bank Statement showing closing bank balance as at 31 March (for all business bank accounts)	<input type="checkbox"/>	<input type="checkbox"/>
Loan Statement showing closing bank balance as at 31 March (for all business loan accounts)	<input type="checkbox"/>	<input type="checkbox"/>
Interest RWT Certificates	<input type="checkbox"/>	<input type="checkbox"/>
Rates and Insurance Invoices	<input type="checkbox"/>	<input type="checkbox"/>
Rental Statements and End of Year Rental Summary or Total Rent Received from your property manager (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Repairs and Maintenance Invoices	<input type="checkbox"/>	<input type="checkbox"/>
Travel (Total KMs for Inspections and/or Repairs and Maintenance)	<input type="checkbox"/>	<input type="checkbox"/>
Any other rental expenses not paid through the rental bank account	<input type="checkbox"/>	<input type="checkbox"/>

**If you have purchased or sold a rental property during the financial year, we will also require the following:**

Sale & Purchase Agreements	<input type="checkbox"/>	<input type="checkbox"/>
Valuation Reports	<input type="checkbox"/>	<input type="checkbox"/>
Legal Statement related to the sale and/or purchase (settlement statements from your lawyer)	<input type="checkbox"/>	<input type="checkbox"/>

**Mixed Use Holiday Home from 1 April to 31 March (if applicable)**

**Yes No**

Does this entity have a property (such as a holiday home or a bach) that is used privately and also to derive income?

If yes, provide details of property \_\_\_\_\_

Was the property empty for 62 days in the income year?

**If yes, please complete the following section so we can determine the amount of allowable deductions.**

The number of days the property was empty during the income year

The number of days the asset was used by family or associated persons\* during the income year OR where income from any person received was less than 80% of market rate \* Associated persons include close relatives, or if owned by an entity, persons associated with the entity owning the property

**If there is more than one tenant who used the property through the year, please attach details:**

Name of tenant: \_\_\_\_\_

Relationship to Owner (if any): \_\_\_\_\_ Amount of rent they paid:

Dates rented (From / To): \_\_\_\_\_

\_\_\_\_\_



Entity Name:

**Mixed Use Holiday Home from 1 April to 31 March (cont)**

Expenses incurred in respect of the property (the list below is not exhaustive – details of all expenses will be required):

Cost of advertising for tenants	\$	<input type="text"/>
Cost of repairing damages caused by tenants	\$	<input type="text"/>
Number of days spent in the property while repairing damages caused by tenants	\$	<input type="text"/>
Mortgage Interest	\$	<input type="text"/>
Rates	\$	<input type="text"/>
Insurance	\$	<input type="text"/>
Repairs/maintenance for general wear and tear	\$	<input type="text"/>

**Checklist for Trading Trusts from 1 April to 31 March**

**Enclosed N/A**

Were there any changes to beneficiaries or trustees? (If Yes, Please Provide Information)	<input type="text"/>	<input type="text"/>
Did any settlor or trustee move to a different country? (If Yes, Please Provide Information)	<input type="text"/>	<input type="text"/>
Were there any gifts made during the period? (If Yes, Please Provide Information)	<input type="text"/>	<input type="text"/>
Were there any deeds of acknowledgement of debts/deeds of forgiveness of debts prepared? (If Yes, Please Provide Information)	<input type="text"/>	<input type="text"/>



Name:

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I instruct Business Like NZ Ltd to prepare my income tax return for the year ended 31 March.  
I undertake to supply all information necessary to carry out such services and accept responsibility for the accuracy and completeness of such information or failure to supply relevant records and information.

### **Contact Information**

Have there been any changes to your contact information? If yes, please provide details.

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### **Change in Personal Circumstances**

Have there been any changes in living arrangements and / or childcare arrangements during the year?  
If yes, please provide details.

\_\_\_\_\_  
\_\_\_\_\_

### **Client Authority**

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Dated: \_\_\_\_\_

Name of Signature: \_\_\_\_\_

Signed: \_\_\_\_\_

**Please complete the checklist on the next page to ensure you have provided all the applicable information.**

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Name:

**Records Required from 1 April to 31 March**

**Enclosed N/A**

Interest received – (attach RWT certificates)	<input type="checkbox"/>	<input type="checkbox"/>
Dividends received – (attach dividend statements)	<input type="checkbox"/>	<input type="checkbox"/>
Income Protection Insurance Policies – please provide certificates	<input type="checkbox"/>	<input type="checkbox"/>
Receipts for Donations Paid (charities, schools or religious organisations)	<input type="checkbox"/>	<input type="checkbox"/>
Any Income you received that was not taxed at source (Not notified to IRD)	<input type="checkbox"/>	<input type="checkbox"/>
Working for Families – <b>see separate checklist</b>		
Download form at: <a href="http://www.businesslike.co.nz/checklists">www.businesslike.co.nz/checklists</a>	<input type="checkbox"/>	<input type="checkbox"/>

**Foreign Transactions**

**Enclosed N/A**

Provide details of any offshore bank accounts, borrowings, property, investment income or interests in overseas trusts, overseas superannuation and insurance policies.	<input type="checkbox"/>	<input type="checkbox"/>
Have you immigrated to NZ and since entering have you ever brought funds in from a foreign life insurance or pension/superannuation scheme and not declared this to the IRD? If so, please provide documentation in relation to this.	<input type="checkbox"/>	<input type="checkbox"/>

**IF THERE ARE ANY OTHER INDIVIDUALS IN THIS TRUST, THEN PLEASE COMPLETE AN INDIVIDUAL CHECKLIST FOR EACH OF THEM**

Individual checklists can be found on our website: [www.businesslike.co.nz/checklists](http://www.businesslike.co.nz/checklists)