

**Williams Chartered Accountants**

27 Norman Spencer Drive

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Auckland 2241

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**Personal Tax Return Checklist for 2025**

Client: \_\_\_\_\_

*For the year ended 31 March 2025**The following information may be required to complete your tax return for the year ended 31 March 2025.**If applicable, please tick the appropriate box and provide details or write details in the space provided.***Income:**

- |     |   |                          |
|-----|---|--------------------------|
| 1.  | SALARY, Wages, Withholding Payments, National Superannuation, Pensions, Accident Compensation etc. Please advise sources of these types of income.                | <input type="checkbox"/> |
| 2.  | INTEREST - provide certificates from financial institutions or other.   | <input type="checkbox"/> |
| 3.  | DIVIDENDS - provide details or dividend advices (indicate any deductions for withholding tax and/or imputation credits).  | <input type="checkbox"/> |
| 4.  | RENTS - advise gross rents received and expenses to be claimed against this income (e.g. rates, interest, repairs, insurance, other).                             | <input type="checkbox"/> |
| 5.  | INCOME FROM ESTATES/TRUSTS - provide details of any income (i.e. interest, dividends, rents, business income or other) and any tax paid by the estate/trust.      | <input type="checkbox"/> |
| 6.  | PARTNERSHIPS - advise your share of income or losses from partnerships.   | <input type="checkbox"/> |
| 7.  | SHARE TRADING - if you have been dealing in shares or you have purchased shares for the purpose of selling at a profit, advise full details of such transactions. | <input type="checkbox"/> |
| 8.  | PORTFOLIO INVESTMENT ENTITIES - provide distribution summaries received from PIE managers.  | <input type="checkbox"/> |
| 9.  | OVERSEAS INCOME - provide details of overseas interest, dividends, wages received and evidence of overseas taxation paid.   | <input type="checkbox"/> |
| 10. | OTHER INCOME - provide full details.  | <input type="checkbox"/> |

**Deductions:**

- |    |  |                          |
|----|--|--------------------------|
| 1. | EXPENSES incurred earning scheduler income (withholding payment income).           | <input type="checkbox"/> |
| 2. | EXPENSES incurred for return preparation.  | <input type="checkbox"/> |
| 3. | INCOME REPLACEMENT INSURANCE POLICIES - provide details of premiums if applicable. | <input type="checkbox"/> |

**Rebates/Tax Credits:**

- |    |   |                          |
|----|---|--------------------------|
| 1. | DONATIONS - attach all receipts for donations made to approved donee organisations. | <input type="checkbox"/> |
|----|---|--------------------------|

Thank you for completing this questionnaire. Don't forget to sign it.

**Bright-line property rule:**

Residential property (other than your main home) sold before 1 July 2024 may be subject to the bright-line rules if the property was bought on or after 29 March 2018 and sold within five years, or if the property was bought on or after 27 March 2021 and sold within ten years. Residential property (other than your main home) sold on or after 1 July 2024 may be subject to the bright-line rules if the property was sold within two years from the date it was acquired.

Did you sell any property that the bright-line rule may apply to?

Yes / No

**Student Loan:** Let us know if you have a Student Loan

☐
**Working for Families Tax Credits (Family Assistance):**

If you are eligible to receive Working for Families Tax Credits, please provide childrens full names, dates of birth and IRD numbers.

<u>Child's Name</u>	<u>IRD Number</u>	<u>Date of Birth</u>	<u>Date Finished School</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Look-through Company income or expenses**

If you are a shareholder in a Look-through Company (other than one that we are the accountants for) please let us know. Please provide details of any income or expenses that has been passed on to you from a Look-through company.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_