

Information Required

The end of the tax year is 31 March so that means it's time to get your tax information together and provide it to us any time from 1 April onwards. There are two options for working out what information to provide to us:

(1) Post us your Rental Folder with the information you collated during the year

or

(2) Email or Post us the Relevant Information outlined in the lists below

(a) Personal Information

- Your current postal address and phone numbers
- Personal bank account number of the bank account you would like any personal tax refund deposited into
- Interest certificates for the year ended 31 March 2021
- Dividend certificates for any received in the year ended 31 March 2021
- Donation receipts for any paid in the year ended 31 March 2021
- Details of any overseas income received in the year to 31 March 2021 including overseas salary, contract payments, interest or dividends
- Income protection certificate for the year ended 31 March 2021
- Details of any self employed income for the year ended 31 March 2021
- Details of any other personal receipts to be clarified as to whether it needs to be included as taxable income

(b) Information for your Business (for each separate business)

- Bank statement showing the balance of each business bank account and business credit card at 31 March 2021
- Loan statements showing the balance of each business loan at 31 March 2021 or the annual summary to 31 March 2021
- Vehicle or equipment loan agreements for any finance loans drawn down during the year to 31 March 2021
- GST workings for all GST returns filed to 31 March 2021 (unless we prepare your GST returns or you prepare your GST returns on Xero)
- Stock sheets showing the GST exclusive cost price of any stock held for resale at 31 March 2021
- Vehicles Questionnaire (<https://www.thorneaccounting.co.nz/post/end-of-year-tax-return-forms>)
- Home Office claim details (<https://www.thorneaccounting.co.nz/post/end-of-year-tax-return-forms>)

(c) Information for your Rental property (for each rental entity)

- Bank statement showing the balance of each business bank account at 31 March 2021
- Loan statements showing the balance of each business loan at 31 March 2018 or the annual summary to 31 March 2021
- Lawyers settlement statements for any property purchased or sold during the year to 31 March 2021
- Lawyers refinancing statement for any refinancing during the year to 31 March 2021
- End of year property managers rental summary to 31 March 2021
- Chattels valuation for any property purchased during the year to 31 March 2021 (<https://www.thorneaccounting.co.nz/post/end-of-year-tax-return-forms>)
- GST workings for all GST returns filed to 31 March 2021 if your rental is a commercial property (unless we prepare your GST returns to you prepare your GST returns on Xero)
- For a holiday home, provide the number of nights the property was used personally and the number of nights the property was rented out
- Vehicle mileage logbook (<https://www.thorneaccounting.co.nz/post/end-of-year-tax-return-forms>)
- Home Office claim details (<https://www.thorneaccounting.co.nz/post/end-of-year-tax-return-forms>)

If you are in any doubt about the information to provide to us, just send us as much of the above information as possible. We will then let you know if any information is missing.

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THORNE ACCOUNTING
Expert Property Accountants