

Trust Income Details 2017 Checklist

Name: _____ **Email:** _____ **Phone:** _____

Records Required	✓ n/a	Comment
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Income

Has the Trust received any of the following

Interest Received (Provide copies of Resident Withholding Tax Summaries for all sources of interest received)	<input type="checkbox"/>	
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Dividends Received (Provide copies of Dividend Payment Notices for all dividends received during the year)	<input type="checkbox"/>	
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PIE Income (Attach any Certificates of investments in PIEs or Kiwisaver Funds or Super Schemes)	<input type="checkbox"/>	
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Rental Property (Attach full details & complete attached Schedule at page 2)	<input type="checkbox"/>	
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Contracting (Attach full details & complete attached Schedule at page 2)	<input type="checkbox"/>	
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Share in an Estate/Trust, Company or Partnership we do not act for (Include full details as well as a copy of the entity income tax return)	<input type="checkbox"/>	
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Other Income (Attach full details. Include any overseas income)	<input type="checkbox"/>	
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Share Trading (Advise full details of share transactions if you have been dealing in shares)	<input type="checkbox"/>	
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Income Replacement Insurance Policy Receipts (Advise if you have received any payouts from your insurance company)	<input type="checkbox"/>	
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Deductions

If the Trust has rental income or deductions to claim, complete the checklist at page 2	<input type="checkbox"/>	
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Loss from Look Through Company or other business – if you have been attributed a share of loss other than from an undertaking we are aware of, attach details including the income tax return.	<input type="checkbox"/>	
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Income Replacement Insurance Policies – please tell us if you have claimed the premiums as part of the annual expenses of the Trust, otherwise provide details	<input type="checkbox"/>	
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Tax Credits and Rebates

Charitable Donations Can be Claimed:

Attach receipts in excess of \$5	<input type="checkbox"/>	
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**Family Trust & Trust Details 2017
Checklist**

TRUST RENTAL / CONTRACTING CHECKLIST	
Address of rental property:	Type of contracting:

Income	
1. Rental	\$
2. Contracting	\$
3. Sale of Assets – please provide full documentation	\$
4. Other	\$

Deductions	
1. ACC Levies	\$
2. Advertising	\$
3. Heat, Light & Power	\$
4. Fixed Assets – have you purchased assets during the year? Please provide full documentation	\$
5. Insurance	\$
6. Interest Paid	\$
7. Legal Expenses – please provide full documentation	\$
8. Printing & Stationery	\$
9. Protective Clothing	\$
10. Rates	\$
11. Repairs & Maintenance	\$
12. Telephone & Tolls	\$
13. Trade Subscriptions	\$
14. Travel Expenses	\$
15. Vehicle Expenses	\$
16. Other _____	\$

Records Required	
Bank Statements, Receipts and Cheque Butts	<input type="checkbox"/> Has the nature of your business changed in any significant way during the year, or were there any special circumstances affecting your results?
Computer Cashbook, either a backup copy or printed reports	
Loan Statements / Hire Purchase Statements	
Receipts and Invoices Issued by You	
Invoices Paid by You	