

End-of-Year Checklist for Individuals for the year ended 31 March 2025

To ensure compliance with New Zealand's reporting standards and taxation law, please use the checklist below to gather the necessary information and documents for preparing your year-end financial statements.

1. General Information & Accounting System

Personal Details	
Your Legal Name	
Your main point of contact at Biz Solutions	
For the financial year ended	31 March 2025

General		
Did you have any self-employment income during the year?	Yes <input type="radio"/>	No <input type="radio"/>
(If yes, please complete our checklist for trading businesses as well)		
Were you a tax resident in New Zealand for the full financial year?	Yes <input type="radio"/>	No <input type="radio"/>
(If no, which country did you spend most of your time last year?)		
Did you have any income that was not taxed at source?	Yes <input type="radio"/>	No <input type="radio"/>
(If yes, please provide us with details)		

2. Income & Expenses

Income with Tax Deducted at Source		
Did you receive wages & salaries subject to PAYE during the year?	Yes <input type="radio"/>	No <input type="radio"/>
Did you receive NZ Super subject to PAYE during the year?	Yes <input type="radio"/>	No <input type="radio"/>
Did you receive interest income subject to RWT during the year?	Yes <input type="radio"/>	No <input type="radio"/>
Did you receive NZ dividends subject to DWT during the year?	Yes <input type="radio"/>	No <input type="radio"/>
Did you have PIE investment or Kiwisaver investment funds?	Yes <input type="radio"/>	No <input type="radio"/>
If yes, was your prescribed investor rate 28% for full year?	Yes <input type="radio"/>	No <input type="radio"/>

Income without Tax Deducted at Source		
Did you receive income from non-Biz Solutions managed entity?	Yes <input type="radio"/>	No <input type="radio"/>
(If yes, please provide us with details)		
Did you receive any 'active' income from foreign sources?	Yes <input type="radio"/>	No <input type="radio"/>
(If yes, please provide us with details)		
Did you receive any social security or pension from foreign sources?	Yes <input type="radio"/>	No <input type="radio"/>
(If yes, please provide us with details)		

Passive Income & Investment Income		
Do you have a managed investment portfolio?	Yes <input type="radio"/>	No <input type="radio"/>
(If yes, please enclose a copy if the investment summary prepared by your advisor)		
Do you have a non-managed investment portfolio in foreign equity?	Yes <input type="radio"/>	No <input type="radio"/>
(If yes, please enclose a copy of your investment holding statement or other relevant info)		
Do you have a non-managed investment portfolio in commodities?	Yes <input type="radio"/>	No <input type="radio"/>
(If yes, please enclose a copy of your investment holding statement or other relevant info)		
Were you involved in any option trading or future/forward contracts?	Yes <input type="radio"/>	No <input type="radio"/>
(If yes, please enclose a copy of your investment holding statement or other relevant info)		

Financial Arrangement		
Does your current financial asset (incl. debt) exceed \$1,000,000?	Yes <input type="radio"/>	No <input type="radio"/>
Do you have any interest-bearing financial asset? (ie. Bond, deposit)	Yes <input type="radio"/>	No <input type="radio"/>
Was there any bond or any other fixed-interest asset disposed?	Yes <input type="radio"/>	No <input type="radio"/>
(If yes, please enclose a copy of your investment holding statement or other relevant info)		

Cryptocurrency		
Do you have any cryptocurrency or crypto-equivalent asset?	Yes <input type="radio"/>	No <input type="radio"/>
(if yes, your advisor will contact you for more details)		

Expenses		
Do you have any income protection insurance?	Yes <input type="radio"/>	No <input type="radio"/>
(if yes, please enclose a copy of your insurance premium invoice)		
Did you take a loan to pay income tax and income tax only?	Yes <input type="radio"/>	No <input type="radio"/>
(If yes, please enclose a copy of loan statement summarising interest paid)		

3. Family Tax Credits

Family Details – Please complete this section if you are registered for Family Tax Credits		
Name of Child (or Children)	Date of Birth	IRD Number

Other Family Tax Credits		
Did you or your partner work for more than 30 hours per week?	Yes <input type="radio"/>	No <input type="radio"/>
Did you or your partner work in a paid-employment during the year?	Yes <input type="radio"/>	No <input type="radio"/>
Did you or your partner receive paid parental leave during the year?	Yes <input type="radio"/>	No <input type="radio"/>
Was your total household income less than \$35,316 for the year?	Yes <input type="radio"/>	No <input type="radio"/>

Payment Frequency & Family Circumstances		
Did you receive family tax credits either weekly or fortnightly?	Yes <input type="radio"/>	No <input type="radio"/>
Did any of your children stay overseas during the year?	Yes <input type="radio"/>	No <input type="radio"/>
(if yes, please specify how many days your children were out of NZ)		

4. Donations

Donations made to NZ Charities		
Did you make a donation to registered charity in New Zealand?	Yes <input type="radio"/>	No <input type="radio"/>
Did you make a donation to schools in New Zealand?	Yes <input type="radio"/>	No <input type="radio"/>
(if yes, please enclose copies of your donation receipts)		

5. Student Loans

Student Loans		
Do you currently have a balance for student loan?	Yes <input type="radio"/>	No <input type="radio"/>
Did you stay overseas for more than 186 days during the year?	Yes <input type="radio"/>	No <input type="radio"/>

6. Tax Compliance

Tax Compliance		
Are you aware of any tax arrears including any periodic tax?	Yes <input type="radio"/>	No <input type="radio"/>
Do you have any overdue returns including any periodic tax?	Yes <input type="radio"/>	No <input type="radio"/>
Are you aware of any errors or omission made in prior returns?	Yes <input type="radio"/>	No <input type="radio"/>
Are you currently undergoing any review or audit by IRD?	Yes <input type="radio"/>	No <input type="radio"/>
(if you answer yes to any of the above, your advisor will contact you for more details)		
Are you covered by any tax audit insurance?	Yes <input type="radio"/>	No <input type="radio"/>

7. Non-Tax Resident Clients Only

Non-tax Residents		
Please, specify your current country of residence (ie. AUS, US, UK...)		
Do you have tax identification number (TIN) issued in your country?	Yes <input type="radio"/>	No <input type="radio"/>
Are you legally required to have a TIN in your country?	Yes <input type="radio"/>	No <input type="radio"/>
(If yes to any of above, please enter your TIN)		
Did you have any 'active' income in New Zealand? (ie. wages)	Yes <input type="radio"/>	No <input type="radio"/>
Are you a beneficiary of a NZ domestic trust?	Yes <input type="radio"/>	No <input type="radio"/>

8. Client Declaration

I acknowledge that I am responsible for the accuracy and completeness of the information provided in this questionnaire, which will be used to calculate my income from property rental activities. I do not require an audit or detailed review to verify my information, and therefore, I understand that you will not provide assurance on my financial statements.

I recognize that your work is not designed to detect errors or fraud and that you accept no liability for the accuracy or completeness of the information supplied by me. I further understand that the financial statements will be prepared solely at my request and for my purposes, with no liability for any losses, claims, or demands by third parties.

I also accept responsibility for maintaining and supplying any additional records or information outside those provided here and acknowledge that any failure to provide all relevant documents remains my responsibility.

Signature: _____ **Date:** _____

Name: _____

Thank you for completing this checklist. Your advisor will review the information provided and reach out if any further details are required.