

NEWSLETTER



RPL ACCOUNTANTS LTD

Dear Clients

It is now time to make a start to prepare your tax and related financial information to give to us so that we may complete your 2016/17 annual accounts, income tax returns and related matters.

We do appreciate your continued loyalty and look forward to being of service to you again this year.

In compiling this information we hope the following check list will be of assistance.

Your 2016/17 financial year-end task list			
Task	What is it?	What you need to do	By when
Complete the personal tax information checklist	An overview of your personal tax situation, including any offshore investments	Complete the form; send to us If you have offshore investments, complete the supplementary forms as well	As soon as you have received all your relevant information
Complete the business tax information checklist	A list of all the year-end information you need to prepare for us, plus some questions about your business.	Assemble all your 2016/17 source data; complete the checklist to ensure you have included all the correct information; answer the questions; send or deliver the checklist and your information to us.	When you complete your last GST return for the year
Fill out home office claim (if applicable)	Details on home office space and deductible household expenses	Please download this form from our website, complete and return to us with your accounts.	

Help us to help you

Letter of engagement and terms of trade

We are obliged as members of CAANZ to have a signed engagement letter from you before we are able to commence any work for you, your company or your trust.

If you have not already signed and returned to us a Letter of Engagement can you please either download one from our website or contact us and we will send one out to you.

Personal tax information checklist

This form asks for details on your personal tax situation and must be completed if you need us to prepare your personal income tax return for you.

In addition, there are supplementary forms to be completed if you have overseas investments. If you do have such investments then please send the completed forms to us, along with your personal tax information. These forms can either be downloaded from our website, or you can phone us for a copy.

If you receive dividends, the share registries offer a service (for a small fee) to compile a list of dividends and interest paid to you. If you are not sure that you will be able to compile this information yourself, we encourage you to consider making use of this service as it will likely save time in the preparation of the tax returns.

Business information checklist

The checklist is a prompt to make sure you have assembled all the necessary information in the right format. If you provide full and accurate information at the outset, we will be able to complete your accounts more efficiently – so it is worth taking the time to go through this checklist carefully.

Home office claim form

As these costs do change from year to year particularly with recent increases in rates, water, power charges and insurance, it is not only important but in your interest to complete this form and provide a copy to us. You can download this form from our website, or phone us for a copy.

Website

www.rplnz.com

The website contains updated information and certain forms that you may need. Please check this out from time to time.

Kind Regards from Ben Lim, Lynne Reindler, Peter Woodhead, Jing Wu and the team at RPL.

Contact Details

Ben Lim	DDI	+64 9 529 9143	Email	ben@rplnz.com
Lynne Reindler	DDI	+64 9 529 9148	Email	lynne@rplnz.com
Peter Woodhead	DDI	+64 9 529 9149	Email	peter@rplnz.com
Jing Wu	DDI	+64 9 529 9147	Email	jing@rplnz.com

Main Phone	+64 9 5231310	Facsimile	+64 9 5221833
-------------------	---------------	------------------	---------------

Email	admin@rplnz.com	Post	PO Box 26314, Epsom, Auckland, 1344
--------------	-----------------	-------------	-------------------------------------