2026 INDIVIDUALS CHECKLIST

NLA
Let's start talking

Info required

Not all items in this checklist will apply to every individual. Please review the list and provide only the information relevant to your circumstances.

1. Engagement Letter

- [ ] Signed engagement letter for services provided by NLA

2. Partnerships, Trusts, Estates & Companies

- [ ] Details of income or losses from any partnerships, trusts, estates or companies **where we do not prepare the accounts and tax returns**
- [ ] **Distribution statements** or summaries (if applicable)

3. Overseas Income & Investments

- [ ] Details of all **overseas income** (e.g. interest, dividends, wages)
- [ ] **Overseas tax** paid
- [ ] Details of any **overseas investments held at any time** during the financial year
- [ ] Confirmation if you have **more than $50,000 (cost price) invested** in shares **not listed on the NZ or AUS** stock exchanges
- [ ] Investment adviser reports (if applicable)
- [ ] Details of any **foreign superannuation schemes** you have contributed to (even if benefits are not yet accessible)

4. Any Other Income

- [ ] Details of **any other income** received (e.g. income protection insurance)
- [ ] List of any organisations that have paid you income that IRD may not be aware of

5. Donations

- [ ] Receipts for **donations over $5** (required to claim tax credits)

6. Working for Families Tax Credits & Parental Tax Credit (if applicable)

- [ ] Provide **full names and birthdates** of all children
- [ ] Advise of any **custody changes** during the year
- [ ] Details of any **private arrangements**, including amounts paid or received

7. Bank Account for Tax Refunds

- [ ] **Bank account details** for direct credit of any tax refund

Additional information may be requested once preparation of your financial statements has commenced, should anything further be required to complete them accurately.