2026 Trust Checklist

Ensure this checklist has been reviewed and included with your records, and please sign the last page.

Client Name: ______________________________

Balance Date: 31 March 2026

Checklist of Supplied Information

Bank Accounts

- A bank statement confirming the bank balance as at balance date has been supplied for all business accounts, including current, savings, term deposit and credit card accounts.
- Full-year bank statements have been supplied where a written cashbook or Excel summary is supplied.
- Bank account details have been supplied for any tax refunds.

Investment Income

- Details and supporting statements have been supplied for all Trust investments including shares, managed funds, superannuation funds, Crypto assets and loans.
- Copies of all interest RWT certificates and dividend statements for the year have been supplied.

Fixed Assets

- Copies of tax invoices for fixed assets purchased or sold, have been supplied, and the fixed asset schedule has been reviewed for any items no longer in existence. Ideally, the invoices would be attached to Files, or the Bill invoice in Xero.

Loans and Finance Agreements

- For each loan, an annual loan summary confirming interest and principal repayments made during the year has been supplied.
- Finance documents for any new loan, lease or hire purchase agreement have been supplied. Ideally the finance document would be attached to the transaction in Xero.

Legal and Financial Transactions

- Copies of relevant legal documents have been supplied, including:
    - Solicitor's settlement statements and Sale & Purchase Agreements for legal transactions during the year.

Contingent Liabilities

- Details of any potential future liabilities (for example legal claims) that are uncertain as of year-end have been supplied.

Gifting

- The date and details of any gifts made to the Trust during the financial year have been advised and a copy of any gifting documentation from a solicitor has been attached, where applicable.

Property Transactions

- Details have been supplied of any purchases and sales of residential properties.
- If Residential Land Withholding Tax was deducted and paid to IRD, relevant details have been supplied.

Rental and Leased Property

- If the Trust received rental income, the **Rental Checklist** has been completed and signed.

Mixed-Use Assets

- Details of assets used for both private and income-earning purposes have been supplied, and the separate **Mixed-Use Asset Checklist** has been completed.

Trust Administration

- Details of any changes in Trustees, Beneficiaries, or Persons with Power of Appointment during the year have been supplied.
- Details of any amendments to the Trust Deed have been supplied.
- All minutes signed by the Trustees during the year have been supplied.
- Confirmation has been given regarding whether a settlor or trustee is a resident of NZ.
- IRD numbers, Foreign TIN numbers (if applicable), date of birth and addresses have been supplied for all settlors, beneficiaries and trustees.
- Details of any Capital Distributions that have been paid and/or minuted during the year have been supplied.

Major Transactions

- A list of any major financial transactions that have affected the Trust during the financial year has been supplied.

Business Checklist

If the Trust has been involved in business activities, the separate **Business Checklist** has been reviewed and signed.

Related Party Transactions

- A list of transactions with related entities (e.g. businesses or entities associated with the Trust) has been supplied, including the type of transaction, name of entity, and whether the transaction was at market value.

Trust Settlements

- Details of any new settlements to the Trust during the financial year have been supplied. This includes assets made available to the Trust below market value or another Trust resettling its assets onto a new Trust.
- Details of any amounts received from an Estate/Trust have been supplied including name and supporting details.

Donations

- Copies of donation receipts have been provided.

Other Information

- The above checklist of supplied information is a guide only. Any other sources of income, assets and liabilities not specifically mentioned in the checklist have been supplied, along with the necessary supporting documentation.

Declaration

Terms of Engagement

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for the above balance date. I/We undertake to supply all information necessary to carry out such services and will be responsible for the accuracy and completeness of such information. I/We understand that you will rely upon the information provided by me/us. Your services are not intended to and accordingly will not result in the expression by you of an opinion on the Financial Statements in so far as third parties are concerned, or in the fulfilling of any statutory audit requirements. I/We understand that during preparation of the Financial Statements and Taxation Returns you will not be specifically investigating noncompliance with laws and regulations – however, should anything come to light of this nature during this process, you will bring that to my/our attention.

I/We understand that the Financial Statements and Taxation Returns are prepared for my/our own use and to determine my/our taxation liabilities. If this should change in any material respect, I/we will inform you immediately. You will not accept any responsibility to any person, other than me/us, for the contents of the Financial Statements.

All other terms and conditions of this engagement are the same as those referred to in our most recent Engagement Letter. You are hereby authorised to communicate with my/our bankers, solicitors, finance companies and all government agencies to obtain such information, as you require, in order to complete the above assignments. I/We authorise you to obtain information from Inland Revenue about all tax types except child support (NCP or CPR) in order to complete the above assignments. This includes obtaining information through all Inland Revenue media and communication channels.

You are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us.

Trustee Name: ___________________________ **Signature:** _______________________________

Trustee Name: ___________________________ **Signature:** _______________________________

Date: _____________________________________

Thank you for reviewing this checklist and supplying all relevant information.