

**DENNIS O'GRADY LIMITED**

Phone (04) 563 6965 Fax (04) 563 6642  
PO Box 37174, Stokes Valley, Lower Hutt 5141  
7 Oates Street, Stokes Valley, Lower Hutt 5019

**Client Goods and Services Tax Return Checklist and Instructions**

Client Name:

Email Address...

GST RETURN PERIOD: One / Two / Six Months Ending: .....TWO.....

1. I confirm that I have provided you with all of the records required for the preparation of the GST Return for the period. **(Including all bank statements, deposit details, cheque butts, credit card statements, details of all business payments made in cash and all business income received in cash and all other statements and records which show business receipts or payments).** All private expenses made from the business bank accounts have been marked private, and all monies received or paid by the business in the period are included in the records provided.
2. I enclose copies of all Agreements for Hire Purchase, the Sale or Purchase of land or any other assets, leases, loans or any agreement of any sort that I have signed during the period. **(These may, or may not, have involved the payment of a deposit, or the receipt of a deposit. Please list assets bought and sold in the period overleaf).**
3. All goods and services provided to relatives, family trusts, and family companies have been charged or paid for at normal market price **except for those listed overleaf.**
4. No business assets are used for private use other than those I have previously advised you of, or those listed overleaf. **(Any change in the level of private use is required.)**
5. Details of all private assets used for business purposes, and business accounts paid from personal funds are included in the information provided or are listed overleaf and I confirm I hold valid tax invoices for them.
6. I confirm I have **valid tax invoices** for all expenses and purchases in the period.
7. ***I have declared all cash income and cash expenses in the period.***

SIGNING OPTION: ( Tick one )

Visit the office to sign my GST Return

Post me my GST Return, which I will then send to the IRD with my cheque

Post me my GST Return, which I will return to you with my cheque

I request Dennis O'Grady Limited to prepare my GST Return for the period and confirm that my instructions relate to the compilation of the GST Return and do not include an audit of the material provided by me. I acknowledge that the completion of this checklist is essential to ensure the accuracy of my GST Return, and to avoid penalties. All information relevant to the matters raised in points 1 to 7 above is enclosed and is correct.

Signed: ..... Date: .....

**DENNIS O'GRADY LIMITED**

**GST Return Information Sheet**

Assets Bought and Sold

---

---

---

---

Family Associated Company Transactions

---

---

---

---

Business Assets Used for Private Use (detail any change in level of use)

---

---

---

---

Private Assets Used for Business Use

---

---

---

---

Other Information

---

---

---

---