

Year-end client information request list

Sent to every client in April, for a 31 March balance date. Everything in one list, so the year closes on the first pass, not the fourth.

Client _____ Please return by _____
Balance date _____ Your contact at the practice _____

AREA	WHAT WE NEED	SENT	RECEIVED
Bank and finance	Bank statements for every business account at balance date (31 March), and the closing balance confirmation		
Bank and finance	Loan, hire purchase and lease statements showing the balance at 31 March and the year's interest		
Bank and finance	Credit card statements for the year		
Sales and debtors	List of customers who owed you money at 31 March, with amounts and any you consider bad (write-offs must be in the books before balance date to be deductible)		
Purchases and creditors	List of suppliers you owed at 31 March; invoices received after balance date for goods or services before it		
Stock and work in progress	Stock on hand at 31 March at cost (a stocktake, or a reasonable estimate if the low-value trading stock rule applies); work in progress and unbilled jobs		
Assets	Assets bought or sold during the year with invoices and dates; anything under \$1,000 can be expensed; private use percentages for vehicles		
Vehicles	Logbook or business-use percentage; or a record of kilometres if claiming the kilometre rate		
Home office	Floor area used for business and the whole-house area; power, rates, insurance, interest or rent totals		
Payroll	Payroll summary for the year, holiday pay owing at 31 March, KiwiSaver and PAYE paid; any contractor schedular payments		
GST	GST returns filed for the year and the GST account reconciliation at 31 March		
Drawings and owners	Drawings, capital introduced, shareholder salaries agreed, dividends paid; any personal expenses paid by the business		
Income not in the bank	Cash sales, barter, insurance payouts, grants, interest and dividends received, overseas income, cryptoassets		
Entities and compliance	Changes to directors, shareholders, trustees or beneficiaries; trust distributions and minutes; company annual return date		
Inland Revenue	Any letters, assessments or myIR notices received during the year; provisional tax paid and the dates		
Questions for us	Anything you want to ask before the year is closed: planned purchases, a change of structure, cash flow, selling the business		

Why the date matters: income tax returns are due 7 July, or 31 March the following year if filed through a tax agent with an extension of time. Terminal tax for the year is due 7 February, or 7 April with the extension. Records are kept 7 years. Inland Revenue dates checked 9 October 2026; a date on a weekend or public holiday moves to the next working day.