ataxz Accountants

YOUR NAME:

For which Months:
(eg April-May)

***Home Office Expenses*. If you run your business from home you may be able to claim certain expenses as home office expenses. These expenses may include rates, insurances, electricity etc. Please list these expenses below and send them in with the rest of your GST papers. If you are not sure of an expense being claimable, give us a call.**

It's time to do your GST return. Enclosed is the uncoded transaction list that we need you to fill in by providing an explanation of each of the transactions (eg motor vehicle, or purchase of tools etc). There is also a box for you to tick to show that you have a Tax Invoice for the item claimed, that's why fuel etc for transactions of $50 or more are listed. **Remember it is vital that you hold a "tax invoice" in order to make a claim.**

Cash Transaction List

List any business transactions which did not go through the business bank account(s),

DATE	PAID TO	PAID FOR	AMOUNT $
	LIST HOME OFFICE EXPENSES BELOW		
Repairs H/O Area			
Power			
H & C Insurance			
Rates			

IMPORTANT – GST returns and payments are now due on the 28th of the month giving us less time to prepare your return. Please fax (579 4801), post or bring these in as quickly as possible to ensure the return is lodged on time, avoiding penalties.

Upstairs 147 Chadwick Road, P O Box 9269, Greerton, TAURANGA 3142.
Ph. (07) 579-4800 Fax (07) 579-4801
Email admin@ataxz.co.nz