

Sole Trader Checklist - PACC



1. Bank Transactions - MUST BE business related

Please download business bank transactions from bank with **CSV** version for full financial year
Must including all the incomes and expenses

请提供 CSV格式和生意有关的银行流水（网上银行下载）， 需要包括所有的收入和支出

2. Cash Book

The cash book is always required if you have any cash sales and expenses

如果您有现金收入或者支出， 我们需要您提供相应的现金记录

3. Receipts

Please provide us with the receipts which are over \$1000

单笔超过\$1000的花费小票需要提供给我们

4. Motor Vehicle purchase receipt / Revaluation report

Please provide us with your MV purchase receipt, or if it is an old vehicle please provide us a revaluation report : <https://www.aa.co.nz/cars/buying-a-car/car-buying-guide/vehicle-valuation/>

如果您在此财政年度有买入新车请提发票， 或者相应的文件（如有贷款）； 如果您用之前已经购入的车辆做为生意用途， 请提供相应的估价报告（网上可以操作）

5. Logbook

If you are sole trader we need you provide us with your logbook, or If you use it 100% for business, you need to have a separated vehicle for personal use, or a reasonable explanation. 如果您是自雇生意， 那么请提供我们车的公里数记录表。或者向我们解释为什么该车辆是专门生意使用（例如您还有另外一辆车是生活用途）

6. Sales & Purchases Agreement

If you star a business by buying an exist business, the Sales & Purchases Agreement is required

如果您是新买的生意请提供我们购买合同

7. Customs report

If you import goods from oversea, please provide us with the customs reports

如果您从海外进货， 我们需要您提供相应的海关清关单

8. Some claimable costs

50% of the personal mobile bill, 50% entertainment costs > \$30, travel costs < \$30, client gift, home office (we will provide you a checklist in the financial year end).

有些费用是可以抵扣收入的： 50%的电话费， 50%客人吃饭超过\$30 的费用， 路上少于\$20 的费用例如: snacks and coffee; 给客人的礼物， 家庭办公（根据家庭办公室占总面积的%， 有些家庭用度可以算作花销抵扣收入， 我们年终会提供相应的 checklist）

9. If you are a GST-register and you do GST returns by yourself

Please provide us with all the GST working papers for this full financial year, which needs include all the income and expenses details.

如果您自己申报 GST， 请提供所有的 GST 细节给我们， 包括申报记录和计算过程

Wechat: paccltd / PACC-Ryan Mob: 0210663562 / 02108811045
Email: info@pacc.co.nz Web: pacc.co.nz



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Financial year is different with calendar year:

01.04 current year to 31.03 the following year

GST registration:

Turnover >= \$60K GST is required, < \$60K is voluntary

One - Monthly	Two - Monthly	Six - Monthly
Sales > \$24 million in 12-month	Sales < \$24 million in 12-month	Sales < \$500 K in 12-month
Payments basis	Invoice basis	Hybrid basis
Turnover < \$2m, payment made	Default basis, invoice is issued	Combines both

<https://www.ird.govt.nz/gst/what-gst-is>

Income Tax:

Personal From 1 April 2021	Tax Rate	Non-individual	Tax Rate
Up to \$14,000	10.5%	Company	28%
Over \$14,000 and up to \$48,000	17.5%	LTC	28%
Over \$48,000 and up to \$70,000	30%	Partnership	Go individual
Over \$70,000 and up to \$180,000	33%	Trust	33%
Remaining income over \$180,000	39%		

<https://www.ird.govt.nz/income-tax/income-tax-for-individuals>

Provisional Tax:

Number of instalments	Payment Due
2	28 October and 7 May
3	28 August, 15 January and 7 May
6	28 June, 28 August, 28 October, 15 January, 28 February and 7 May
12	15 January, 28 January, 28 February, 28 March, 7 May, 28 May, 28 June, 30 July, 28 August, 28 September, 28 October, 28 November

<https://www.ird.govt.nz/income-tax/provisional-tax>

How to pay tax:

Go to online bank > Make a payment > Pay Tax / Pay IRD > Tax type (GST; DED-PAYE; INC-Income Tax) > Period end > IRD number

When you pay PAYE, please make sure you put employer's IRD number **NOT employees IRD NO.*



Declaration: Above tips provided by PACC are only used for your reference, you need to seek professional advises before you making any decisions and submitting any tax returns to IRD.