



IR 10
November 2008

- You only need to complete this form if you are in business. Please refer to the notes on page 3 – “About the IR 10”.
- Please complete both pages of this form. Copy each amount from your financial statements.

Your IRD number

[illegible]

(8 digit numbers start in the second box.

1 2 3 4 5 6 7 8

1 Yes ☒ No ☐

2 ▶ \$. 0 0

3 ▶ \$. 0 0

4 ▶ \$. 0 0

5 ▶ \$. 0 0

6 ▶ \$. 0 0

7 ▶ \$. 0 0

8 ▶ \$. 0 0

9 ▶ \$. 0 0

10 \$ 0 0

11 \$ 0 0

Bad debts (written off)

12 ▶ \$. 0 0

13 ▶ \$ 0 0

14 ▶ \$. . . 0 0

15 ▶ \$. . . 0 0

16 ▶ \$ 0 0

17 ▶ \$. 0 0

18 ▶ \$. 0 0

19 ▶ \$. 0 0

20 ▶ \$. 0 0

21 ▶ \$. 0 0

22 ▶ \$. . . 0 0

23 ▶ \$. 0 0

24 ▶ \$. 0 0

25 ▶ \$. 0 0

26 ▶ \$. 0 0

27 \$ 0 0

28 ▶ \$. 0 0

29 \$ 0 0

Balance sheet items

Current assets (as at balance date)	Accounts receivable (debtors)	30 ▶	\$,				.	0	0
	Bank accounts	31 ▶	\$,				.	0	0
	Other current assets	32 ▶	\$,				.	0	0
	Total current assets	33 ▶	\$,				.	0	0
Fixed assets (closing tax value)	Vehicles	34 ▶	\$,				.	0	0
	Plant and machinery	35 ▶	\$,				.	0	0
	Furniture and fittings	36 ▶	\$,				.	0	0
	Land and buildings	37 ▶	\$,				.	0	0
	Other fixed assets	38 ▶	\$,				.	0	0
	Total fixed assets	39 ▶	\$,				.	0	0
Other assets (as at balance date)	Intangibles	40 ▶	\$,				.	0	0
	Preference shares	41 ▶	\$,				.	0	0
	Shares and debentures	42 ▶	\$,				.	0	0
	Term deposits	43 ▶	\$,				.	0	0
	Other assets	44 ▶	\$,				.	0	0
Total assets		45 ▶	\$,				.	0	0
Current liabilities (as at balance date)	Accounts payable (creditors)	46 ▶	\$,				.	0	0
	Bank accounts	47 ▶	\$,				.	0	0
	Other current liabilities	48 ▶	\$,				.	0	0
	Total current liabilities	49 ▶	\$,				.	0	0
	Term liabilities	50 ▶	\$,				.	0	0
Total liabilities		51 ▶	\$,				.	0	0
Proprietor or shareholder funds	Drawings	52 ▶	\$,				.	0	0
	Current accounts closing balance (if a debit put a minus sign in the last box)	53 ▶	\$,				.	0	0
Total proprietor or shareholder funds	(if a debit put a minus sign in the last box)	54 ▶	\$,				.	0	0
Other information	Deductible loss on disposal of fixed assets	55 ▶	\$,				.	0	0
	Capital gain on disposal of fixed assets	56 ▶	\$,				.	0	0
	Dividends paid	57 ▶	\$,				.	0	0
Are your accounts GST-exclusive?		58 ▶	Yes	<input type="radio"/>	No	<input type="radio"/>							
Are your accounts for a period of 12 months?		59 ▶	Yes	<input type="radio"/>	No	<input type="radio"/>							

About the IR 10

You only have to send us an IR 10 if you're in business. "In business" means any profession, trade, manufacture or undertaking carried on for profit.

You may need to complete this form if you:

- are self-employed
- receive other income
- are claiming expenses against income.

If you are unsure whether you have to provide an IR 10 please call us on 0800 377 774.

The IR 10:

- collects information for statistical purposes
- doesn't replace financial statements **and shouldn't be used to calculate business income**
- provides only a general summary of information.

If you send in an IR 10 you don't need to send in your financial accounts as well. **Completing an IR 10 speeds up the processing of your return.**

We require the information you enter on the IR 10 for tax purposes, not for general accounting. This means that you don't include non-deductible expenditure or exempt income.

Record keeping

You must keep:

- books of account to record income, expenses, payments, wages, and assets and liabilities
- bank statements, invoices, receipts, and any other documents to support entries in your books of account.

You must keep your records for seven years. Keep all receipts and invoices with your records in case we ask to see them later.

Completing the IR 10

Copy the amounts from your financial statements to the corresponding boxes on the IR 10. If you have entries for which there are no specific boxes, enter them in the "other" box in the relevant section.

Read the following notes. Where there is no note explaining an item then the term has its normal accounting usage.

If you have more than one business activity complete only one IR 10 for all business activities eg, if you have a consultancy service and a lawnmowing business enter the totals from both businesses onto one IR 10.

If you need more help call us on 0800 377 774.

Notes

1 – Multiple activity indicator

If the IR 10 is for more than one business activity tick "Yes" eg, a goat farm and an agricultural contracting business are two activities.

2 – Sales and/or services

Show the total sales and/or services less any refunds.

3, 4 and 5 – Stock and purchases

Stock includes work in progress. For a farmer, "stock" is the total tax value of livestock, grain and produce at the opening and closing of the accounting period. The purchases figure is the net amount of gross purchases less discounts and rebates.

6 – Gross profit

Copy this amount from the trading account or appropriate revenue account. If your direct costs (eg, wages, transport and freight) are shown separately from your purchases in the accounts these must also be deducted to get the gross profit figure. If a loss put a minus sign in the last box.

7 – Interest received

Show all interest received during the year, including any interest income and exchange gains derived under the accruals legislation.

8 – Dividends

Show all dividends received during the year before any payments for foreign dividends are deducted. Don't include dividends that are exempt income.

9 – Rental and lease payments

This is the total of all rental and lease income before expenses are claimed. Include income from the rental or lease of land, buildings, vehicles, fishing quotas etc. Don't include income from hire purchase and specified lease agreements, but show the interest portion of these agreements in Box 7.

10 – Other income

Include all other sources of income that would be shown in the trading or the profit and loss account, eg, subvention receipts, depreciation recovered, deferred income assessed this year, income spread forward into this year and Rural Bank suspensory loans forgiven.

11 – Total income

Box 11 is the sum of Boxes 6 to 10. **This is the total of all income.**

12 to 28 – Expenses

The amounts to enter for expenses are the tax-deductible amounts. Don't include any amounts that are non-deductible for tax purposes.

12 – Bad debts

Show only bad debts actually written off during the year. Don't include any doubtful debts.

13 – Depreciation

Enter the total depreciation claimed for income tax purposes before any adjustments for depreciation recovered. Include depreciation recovered in Box 10 and any loss on sale in Boxes 27 and 55.

14 – Entertainment

Enter the total amount of entertainment expenses claimed. Include client hospitality. Don't include the non-deductible portion.

15 – Fringe benefit tax

This is the total FBT paid during the year from your FBT returns, excluding any penalties and interest charged.

16 – Insurance

Include payments made for insurance premiums, but not ACC levies. Show these in Box 27.

17 – Interest expenses

Show all interest incurred during the year, including any interest expenses and exchange losses in relation to the accruals legislation.

18 – Legal expenses

Include all deductible legal fees paid during the year.

19 – Rates

Enter the total amount of rates paid. Include any water rights.

20 – Rental and lease payments

Enter the total amount paid for the hire of premises, land, vehicles, equipment and anything else a rental or lease payment is made for.

21 – Repairs and maintenance

Enter the total amount claimed for repairs and maintenance expenditure. This includes items like protective clothing, shelter belts, land maintenance and service contracts.

23 – Salaries and wages

This is the claim for total salaries and wages paid to all employees, managers, shareholders and directors. Include any bonuses or extra emoluments.

24 – Subcontractor payments

Enter the total amount paid to all subcontractors. Include payments made such as locum fees and commissions.

25 – Travel and accommodation

This includes all the transport costs and accommodation expenses incurred in local and overseas travel.

26 – Vehicle expenses

Include deductible expenses incurred on vehicles. Show depreciation in Box 13 and FBT in Box 15. "Vehicles" includes boats, motorbikes, trailers or aircraft, as well as cars and trucks.

27 – Other expenses

Include any other deductible expenses shown in the profit and loss or trading account but not shown in Boxes 12 to 26.

28 – Total expenses

Box 28 is the sum of Boxes 12 to 27. **This is the total of all deductible expenses.**

Balance sheet items

Assets

30 – Accounts receivable (debtors)

Enter the gross amount, before any non-deductible items, eg, provision for accounts receivable.

31 – Bank accounts

If you have more than one bank account, enter the total balance. Include all funds on short-term deposit (less than one year) and cash on hand.

42 – Shares and debentures

Don't include any preference shares in this figure.

43 – Term deposits

Enter the total amount of all long-term investments held by your business, but not any debentures that you included in Box 42.

44 – Other assets

Include all assets that have not been included in Boxes 30 to 43.

45 – Total assets

Box 45 is the sum of Boxes 33 and 39 to 44.

Current liabilities

46 – Accounts payable (creditors)

Include all business creditors and short-term debts other than bank overdrafts.

47 – Bank accounts

If you have more than one bank account in overdraft, enter the total balance.

50 – Term liabilities

This includes all non-current liabilities in the balance sheet other than partner or shareholder current account balances as at balance date.

51 – Total liabilities

Box 51 is the sum of Boxes 49 and 50. Don't include proprietor or shareholder equity, or partner or shareholder current account balances.

Proprietor or shareholder funds

52 – Drawings

Enter the total amount of drawings taken from the business by the proprietor(s) during the year. Drawings should include all private use adjustments, and private expenditure paid through the business including GST. Add together all proprietor and shareholder drawings.

53 – Current accounts closing balance

For partnerships this includes the current accounts of the partners, and for companies the current accounts of the shareholders. For other entities it includes current accounts of a similar nature. Add together the closing balances of all proprietor and shareholder current accounts. If a debit, put a minus sign in the last box.

54 – Total proprietor or shareholder funds

Box 54 is the sum of Box 53 and any other proprietor or shareholder equity. If a debit, put a minus sign in the last box. Box 54 equals Box 45 minus Box 51.

57 – Dividends paid

Show the gross amount of dividends paid to the shareholders, including any imputation credits.