



IR 955  
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## What is so important about record keeping?

**Good records are important for your business because they:**

- make filling in your tax returns easier and quicker
- make it quicker for your tax agent or accountant to do your books – and that will save you money.
- give you the information you need to manage your business and help it grow
- make it easier to get a loan.

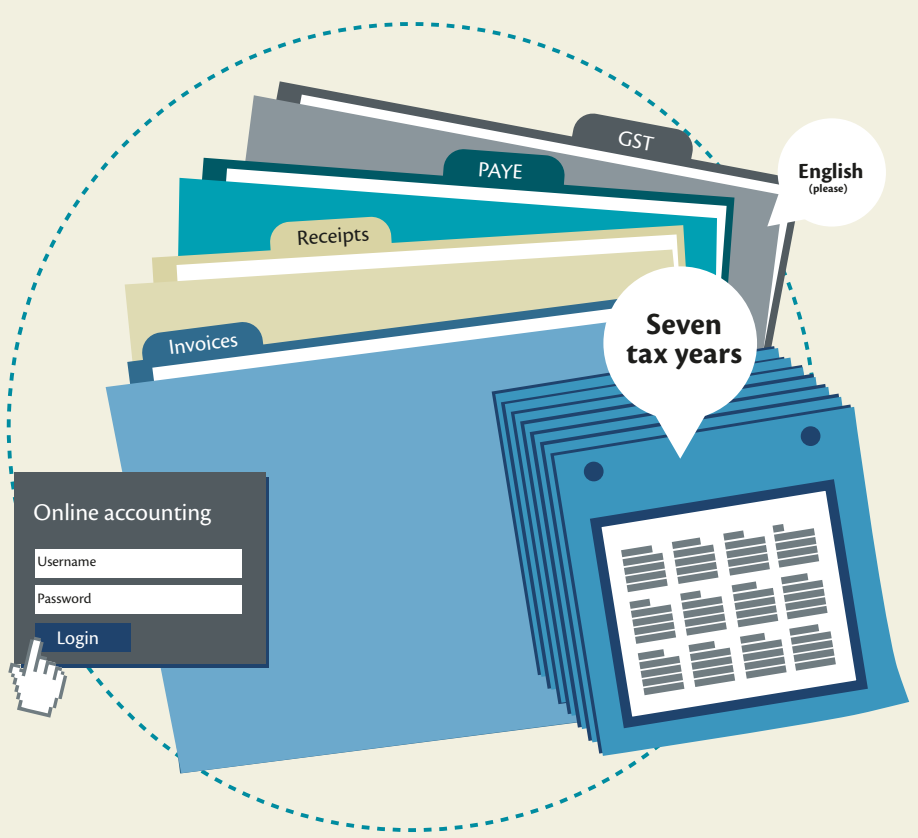
You need to keep records so your tax position can be easily determined.



## What are tax records?

A tax record includes any information or document about sales, income, and expenses, assets and liabilities. You use your records to fill in tax returns and finalise your tax.

Records can be paper-based or you can use a bookkeeping software package. We will accept paper records and electronic records, or a combination of both.



## Getting it right

- Keep all your records throughout the year. Everything is important.
- Keep records of cash and non-cash sales and expenses.
- Keep all your records (including those in electronic form) for at least seven tax years.
- Your records must be in English, unless you get approval from us to use another language.
- If you store your records off-shore (including cloud computing), make sure either you or your cloud service provider has Inland Revenue approval.

## What we are doing

- Our staff are working with the community to help them understand their obligations.
- Taking action when a customer fails to comply with record keeping standards. This is to encourage accurate reporting of business transactions and ensure accurate tax positions are established.
- Providing record keeping information through myIR.

### For help

If you would like more information about getting your record keeping right visit: <http://www.ird.govt.nz> [search keywords: record keeping]

You can also get a copy of our smart business (IR320) guide on tax obligations, record keeping and income and expenses, visit: <http://www.ird.govt.nz> [search keywords: smart business guide]