

GST: Records to keep

You must keep sufficient records so that we can verify your GST liability. You must hold these records in New Zealand, in English, for seven years unless you get written permission from us to do otherwise.

For GST purposes, your records may include some or all items on the list that follows. Use this checklist to ensure you're keeping the records that apply to your business:

- books of account (on paper or computer)
- till tapes
- receipts
- tax invoices
- credit and debit notes
- bank statements
- invoices
- motor vehicle logbooks
- stock-on-hand records
- vouchers
- lists of debtors and creditors if the accounting basis has been changed
- charts and codes of account
- any other documents that verify transactions or entries in any books of account
- accounting instruction manuals
- system and program documentation which describes the accounting system
- records of internal charges from offshore parties
- invoices from overseas suppliers
- details related to imported services

HANDY HINT

Keep all accounting documents for seven years. It's an offence not to keep proper records and penalties may be charged. For more details on penalties see, page 75 of the [GST guide \(IR375\)](#).

