

R&D Tax Incentive

March 2021

2019/20 Claim Preparation Checklist

2019/20 R&D Tax Incentive (RDTI) – Checklist for the preparation and filing of a claim

Phase	Description	Guidance (links where available)
Eligibility assessment	<ul style="list-style-type: none"> Are you an eligible entity? Do you have at least one eligible core R&D activity performed in New Zealand? Have you incurred eligible expenditure on the R&D activity? Have you maintained documents contemporaneously to support the eligibility of your R&D activities and expenditure? 	<p>Inland Revenue</p> <p>Research and Development Tax Incentive: Guidance</p> <p>PwC R&D Overview</p> <p>R&D Tax Incentive At a Glance - 202004</p>
Project narration	<p>The preparation of R&D project narrations including, but not limited to:</p> <ul style="list-style-type: none"> The start date, end date and overall objective of your project Description of each core activity undertaken as part of your project, including: <ul style="list-style-type: none"> Description of the activity; The scientific/technological uncertainty you are aiming to resolve; The systematic approach undertaken in conduct of the activity; and The new knowledge, or new/improved processes, services or goods intended to be created through conducting the activity Description of the supporting activities undertaken in support of each core activity, i.e. activities that support the core R&D activity as their only or main purpose and are required for and integral to the core R&D activity 	<p>Inland Revenue</p> <p>Supplementary Return</p> <p>Supplementary Return: Guide</p>
Expenditure calculation	<p>The calculation of expenditure incurred on core and supporting activities within your project, including a breakdown into:</p> <ul style="list-style-type: none"> Percentage on core activities Employee-related costs Approved research provider payments R&D contractor payments Eligible R&D tax depreciation Materials, consumables and overheads Any other expenditure 	<p>You are required to state the amounts claimed, if any, that relate to any of the following:</p> <ul style="list-style-type: none"> Commercial production Internal software development Feedstock expenditure Overseas R&D expenditure
Filing with Inland Revenue	<ol style="list-style-type: none"> Enrol online for the R&D Tax Incentive through your MyIR account - this will provide you access to your 2019/20 RDTI supplementary return Populate your RDTI supplementary return, including the completed project narrations and expenditure figures Submit the return electronically to enable filing with Inland Revenue File your 2019/20 income tax return to enable processing of the RDTI supplementary return (up to 10 weeks) Inland Revenue will send you a notice confirming your assessment once your claim has been processed. 	

PwC can assist with:

- Your R&D Tax Credit application
- Expenditure eligibility assessment
- Assessment of R&D activity eligibility
- Assessment of documentation and compliance requirements

Your PwC R&D team lead:



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