**Company, Trust or Partnership Tax Return Checklist**

Thank you for allowing us to assist with your business tax this year.

Please complete the below form as best you can and email it to us for thorough preparation of your annual tax affairs.

Once we receive your completed form, we will then start your tax preparation. If we have any queries we will phone you or email through a list of questions.

**New clients:** if possible, please email through a copy of last year's financials & tax return.

**General Information:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Client Full name: |  |  |  |  |
| Company/ Trust/ Partnership name: |  |  |  |  |
| Business address: |  |  |  |  |
| Mobile number: |  |  |  |  |
| How did you hear about us? |  |  |  |  |
| Business TFN: |  |  |  |  |
| Business ABN: |  |  |  |  |
| Business Activity: |  |  |  |  |
| Tax return financial year requested*- please submit one form for each year required* |  |  |  |  |
| Were you in receipt of JobKeeper during the financial year? | Yes |[ ]  No |[ ]
| Business bank details (required by ATO on all returns).- *Money will never be taken from your bank account* | BSB:Account Number:Name: |
| Bookkeeping Method*- Excel, Quickbooks, myob, xero, other* |  |  |  |  |
| Do you authorise us to catch you up on any outstanding BAS/IAS? *- Additional charges apply* | Yes |[ ]  No |[ ]
| Do your bank accounts/credit card statements reconcile to your bookkeeping software as at 30 June?*- Please email through copies of your June bank statements showing closing balance as at 30 June.*  | Yes |[ ]  No |[ ]
| Would you like us to act as your ASIC registered agent? - *Annual fee applies as per our schedule of fees.* | Yes |[ ]  No |[ ]
| **Partnership**s: please list full names, TFNs, and DOB of all partners. |  |  |  |  |
| **Companies**: please list full names, TFNs, and DOB of all beneficiaries. |  |  |  |  |
| **Trusts**: please list either trustee company & ABN OR names of individual trustees |  |  |  |  |

**Engagement as your tax agent for Company/ Trust / Partnership Taxation Affairs**

We arepleased to accept an appointment as your tax agent for the financial year tax return/s, and every year thereafter unless notified by you.

At the outset, we need to enter into an agreement with you setting out the terms on which we will assist you, including how we will charge you for the work.

This letter and the enclosed Terms of Business set out the terms of the engagement. Any additions will be by the written agreement of both parties. Please read this letter and the Terms of Business carefully. If the terms are acceptable to you, please sign and return this letter to us. If you do not return a signed copy of this letter, but continue to provide us with information and instructions, we will assume that you have accepted the terms contained in this letter.

**Scope of services**

As your tax agent *we* will

a) analyse, discuss and make recommendations regarding your tax return;

b) prepare and lodge your tax returns;

c) prepare financial and other statements as requested;

d) undertake other work as agreed.

In addition to the financial information required to complete your tax return, it is expected that you will make available all relevant source documentation to *us.*

In preparing your annual tax return *we* will rely on the documents and information provided, and representations made by you.

**Matters outside the scope of services**

In performing the Services, *we* will not perform an audit. Accordingly, no assurances are made in this regard. This engagement cannot be relied upon to disclose irregularities including fraud, other illegal acts and errors that may exist. However, *we* will inform you of any such matters that come to *our* attention. In performing the Services *we* will not review the accuracy of any previous tax returns lodged by you or by a previous tax agent.

**Professional fee and payments**

|  |  |  |
| --- | --- | --- |
| Standard Individual Income Tax Return | $132 |  |
| plus | Rental Property |  | $66 per schedule |
|  | Small Business Schedule |  | $66 per schedule |
|  | Capital Gains Tax |  | $132 per hour |

If we perform additional work for you that is not covered by this letter, we will charge you separately for that additional work.

|  |  |
| --- | --- |
| The standard professional fees are  |  |
| Principal  |  | $198 per hour |
| Accountant  |  | $132 per hour |
| Bookkeeping & Administration |  |  $88 per hour |

For work undertaken for a period of less than an hour, the rate shall be charged in 15-minutes blocks, or part thereof.

All fees are GST inclusive.

**Estimates**

Fees are reasonable estimates and costs may vary from time to time due to unforeseeable problems and delays, the cooperation of third persons and deficiencies in documentation. If costs are likely to be significantly higher than originally estimated, you will be informed in writing of the changes and reasons.

Yours faithfully,Terry Dalby

Tax Agent No: 7127 4006



Date…………………………………………….………….

**Acknowledgement and confirmation**

I (tax payer), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby acknowledge and accept the terms of this engagement and agree to be liable for all fees for services performed in accordance with this agreement.

Signed……………………………………..…

Print Client’s Name……………………………………

Date…………………………………………….………….