CLIENT FORM

Thank you for allowing us to assist with your personal taxes. Would you kindly complete this form to the best of your ability and return it via email to jenny@wsta.com.au. You're also welcome to send it direct to Warren.

Once we receive your completed form, your return will be logged into our workflow system for processing As our goal is to provide value to our clients in every way we're able, we will not compromise quality in attempt to improve efficiency. Consequently, there may be periods where there's a longer delay than expected, but rest assured, we'll be in touch with you in due course, and with the same quality as is expected from us. Furthermore, we do our utmost to communicate any such delays to our clients, and if we haven't, please don't hesitate in contacting us for an update.

We will then email you with a list of potential additional deductions once your return has been drafted, along with any omissions or clarifications required. Once all items have been resolved, we will finalise your return and send it to you for your review and electronic approval for lodgement with the Australian Taxation Office.

Regular / repeat clients: please feel free to bypass the administrative burden by updating your contact information, should it have changed. If it hasn't, then to ensure we're adhering with our licensing requirements, please sign and date the last page of this document.

New clients: if you've used a tax agent for your previous year's tax return, would you kindly please provide a copy. Please note that we don't require a copy of your self-lodged e-tax return, or a copy of the notice of assessment issued by the ATO.

Full name:	
Address:	
Is this address the same as it was on last year's tax return?	Yes ☐ No ☐
Mobile number:	
How did you hear about us?	
TFN:	Please don't put your TFN within this document, we will reach out to you with more secure means to protect your identity.
DOB:	
Occupation:	

N/A	
Have you reviewed our fees?	Yes ☐ No ☐
Were you an Australian Resident for the full year? If not, please provide dates.	Yes ☐ No ☐ Dates: ______ to ______
Number of dependent children:	0 1 2
Did you hold private health insurance with full hospital cover? (not just ancillary cover)	Full Yr ☐ No ☐
Did you have a spouse during the financial year?	Yes ☐ No ☐
Spouse full name:	
Spouse DOB:	______
Spouse's taxable income:	
Dates you had a spouse (if not full financial year):	______ ______

Checklist:

Please type your information into this checklist. Generally speaking, we do not require receipts. We will email you if we require further information. It is always best that you have your summaries ready before preparing this form.

Tax return financial year requested.	25/26 26/27
Were you employed? We can obtain your income information from the ATO on your behalf.	Yes ☐ No ☐
Details of any interest income: (we can usually get it all from the ATO)	
Details of any dividend income: (we can usually get it all from the ATO)	
Your bank details for deposit of refund:[1]	
Do you have any govt debt inc. HECS / HELP or similar?	Yes ☐ No ☐ We can access the total current debt.
Details of any government payments received:	
Details of any other taxable income that you earned during the financial year:	

[1] Please note - these are required in order to lodge your return. You will never have an amount payable debited by the ATO from your bank account.

Do you own any foreign investments? If so, what is their estimated value?	Yes ☐ No ☐ Estimated value:
Details of any verifiable deductions that you incurred during the financial year. These could include those listed in the section below. Feel free to enter totals into this section also.	
Prior year accounting fee:	
Donations made to registered Australian charities. Please list charity name and total:	
Total income and expenses in relation to any rental properties that you own and rented out during the year, along with all rental expenses including assets purchased, depreciation and mortgage interest. Spreadsheets usually required.	
Rental property address: If more than one property please email through a separate summary.	
Number of weeks the property was rented out during the financial year?	☐

Did you rent out part of your own home that you live in on a service such as Airbnb? If so, please provide length of time, revenue received, and a list of expenses for our team to apportion. E.g: mortgage interest, rates, electricity, Internet, and repairs. Spreadsheets welcome.	
Work-related travel costs: tolls, parking, taxis, transport (% relating to your work use)	
Estimated no. of kms travelled, if we're claiming the km method (see note 1)	
List all other motor vehicle expenses and their totals here: (if we're claiming the logbook method)	
Make & model of motor vehicle. If we're claiming the logbook method, please also provide purchase date, price and logbook percentage (for new clients.)	
Is this car currently being paid off on finance? If so, please provide the finance agreement, for new clients.	
Stationery, details of computer/laptop purchases (inc. date of purchase), Internet expenses, telephone costs. Please nominate work-related % for all these costs:	
No. of days that you work from home if applicable? Please also provide the total amount paid for your electricity & gas.	6.5

1 Please note that trips to and from your home and your place of employment are generally not tax deductible, unless you're required to carry heavy and bulky equipment you can't store at work, or your position is itinerant in nature. Please contact me for more information if you're unsure.

Sole Trader Information. List business / contracting income & expenses here: If you aren't sure what you can claim, please contact our team for free assistance. Spreadsheets welcome. If GST registered, please indicate if your figures are GST inclusive or exclusive. Xero files: please provide advisor access to warren@wsta.com.au All other bookkeeping software: warren@wsta.com.au	
Details of any other tax offsets or deductions that you believe you may be entitled to. Please also list any other information that you would like us to be aware of in this section.	
Details of any asset sales during the year (shares/property). Remember to include both purchase and sales dates along with purchase price and sales proceeds.	
Did you trade any Crypto? This would include trading one coin for another i.e. say .2 of a BTC into 2.7 ETH would still count as a 'trade' per the ATO. If so, please provide supporting documentation.	Yes ☐ No ☐
Did you make a personal super contribution during the financial year? If yes, please include your "Notice of Intent to claim" form along with your tax return request.	Yes ☐ No ☐

Engagement

For the full extended terms of our engagement, please review the pages that follow this form. By agreeing to the the terms of the engagement outlined herewith, you are agreeing to all terms outlined in the extended version, as published on our website.

We are pleased to accept appointment as your Tax Agent for the financial year tax return/s, and every year thereafter unless notified by you.

We will act in your best interest at all times and provide the highest level of professional service. This document sets out the terms of the engagement. Any additions will be by the written agreement of both parties.

As your Tax Agent we will:

a) analyse, discuss and make recommendations regarding your tax return; and
b) prepare and lodge your tax returns.

In addition to the financial information required to complete these tax returns, it is expected that all relevant source documentation will be made available to us if requested and that all information provided on your tax return form is correct. You are responsible for compliance with the substantiation provisions of the Income Tax Assessment Act. *We will* not be responsible for any errors brought about by your failure to provide information or documentation later found to be material to your tax affairs. You are responsible for the timely provision of information and we will not be responsible for any late lodgement or other fees and fines brought about by your failure to act in a timely manner.

Please note that any refund is an estimate only and we are not responsible and will not accept liability if the Australian Taxation Office determines an outcome which is different than that lodged.

Professional fees and payments

Our standard professional fees are listed on our website.

Client's disclosure and record keeping obligations

You are required by law to keep full and accurate records relating to your tax affairs. It is your obligation to provide us with all information that would be reasonably expected/will be necessary to allow us to perform work contemplated under the engagement within a timely manner or as requested. This includes providing accurate and complete responses to questions asked of the client by the practitioner. Inaccurate, incomplete or late information could have a material effect on services and/or conclusions. The Taxation Administration Act 1953 now contains specific provisions that may provide you with "safe harbor" from administrative penalties for incorrect or late lodgement of returns. These safe harbor provisions will only be available to you if, amongst other things, you provide "all relevant taxation information" to us in a timely manner (the safe harbor provisions apply from 1 March 2010).

Accordingly, it is to your advantage that all relevant information is disclosed to us, as any failure by you to provide this information may affect your ability to rely on the "safe harbor" provisions and will be taken into account in determining the extent to which tax practitioners have discharged their obligations to clients. It is your responsibility to show that you have brought all matters to our attention if you want to take advantage of the safe harbors created under new regime.

Client's rights and obligations under the taxation laws

Taxpayers have certain rights under Australian taxation laws, including the right to seek a private ruling from the Australian Taxation Office (ATO) or to appeal or object against a decision made by the Commissioner. Taxpayers also have certain obligations under Australian taxation laws, such as the obligation to keep proper records and the obligation to lodge returns by the due date. We must keep you informed of any specific rights and obligations that may arise under Australian taxation laws.

Tax Practitioners obligation to comply with the law

We have a duty to act in our client's best interests. However, the duty to act in our client's best interests is subject to an overriding obligation to comply with the law, even if that may require me/us to act in a manner that may be contrary to your directions. For example, we could not lodge an income tax return that we believe to be false in a material respect.

Identification Check

As part of our licensing requirements, we will need to confirm your identification as outlined towards the end of the engagement letter enclosed behind herewith.

Sincerely,

Smith

Warren Smith
Director
WS Tax Advisory Pty Ltd
Under tax agent licence 2622 8092

Acknowledgement of terms

Please review the engagement letter that accompanies this document in the pages that follows. By signing below, you're simply signing off on the information provided as correct and you're outlining the financial year in which you wish to engage our services.

Signed

Print Name

Date