



New Client Form

So that we can register you with the ATO as client of **ASC Accountants**, we ask that you please complete the following information and provide us with a **copy of your last tax return**.

	Client 1 Details		Client 2 Details	
Full Name				
Date of Birth (DOB)				
Tax File Number				
Occupation				
Home Address				
Postal Address (if different to home address)				
Email Address				
Contact Number (s)				
Preferred Contact Method (please circle)	email / SMS / phone business hours / after hours / anytime		email / SMS / phone business hours / after hours / anytime	
Dependant children's names & DOB's				
Do you have a rental property?	Yes / No		Yes / No	
Do you own cryptocurrency, shares or managed funds?	Yes / No		Yes / No	
Previous Accountant's Name & Contact Details				
Were you referred to us? If so, by who as we would like to thank them				
If a refund is due, the ATO will deposit directly this into your nominated bank account. As banking details can change from year to year, we will request that you provide us with your bank details each year.	BSB		BSB	
	Account Number		Account Number	
	Bank Name		Bank Name	
	Account Name		Account Name	
Proof of Identity	It is an ATO requirement that we conduct Proof of Identity checks for all new clients. We will ask to cite at least one piece of current photo identification OR two pieces of current primary documents.			
For office use only Document Type #1 Document Type #2 Document Type #3				

By returning this form and signing the attached terms of engagement, I/we confirm my/our instructions to engage **ASC Accountants** as my/our registered tax agent.

Terms of Engagement & Fee Agreement

As part of the quality assurance procedures at **ASC Accountants**, we provide you with this document to confirm our understanding of the terms of our engagement and the nature and limitations of the services we will provide.

Purpose, Scope and Output of the Engagement This firm will provide taxation services which will be conducted in accordance with the relevant professional and ethical standards issued by the Accounting Professional & Ethical Standards Board Limited (APESB). The extent of our procedures will be limited exclusively for this purpose. As a result, no audit or review will be performed and, accordingly, no assurance will be expressed. Our 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.

The recent changes to Section 225 (and 360) of APES 110 on Responding to Non-Compliance with Laws and Regulations (NOCLAR) require us to report a non-compliance with laws and regulations or acts of omission or commission, intentional or unintentional by a client or by Those Charged with Governance, by management or by other individuals working for or under the direction of a client which are contrary to the prevailing laws or regulations. If we decide that disclosure of NOCLAR to the appropriate authority is the correct course of action, then such a disclosure will not be considered a breach of confidentiality under our code of ethics.

Our professional services are conducted and income tax returns will be prepared for distribution to the relevant specific organisation or party for the purpose specified in the report or as agreed. We disclaim any assumption of responsibility for any reliance on our professional services to any party other than as specified or agreed, and for the purpose which it was prepared. Where appropriate, our report will contain a disclaimer to this effect.

Responsibilities In conducting this engagement, information acquired by us in the course of the engagement is subject to strict confidentiality requirements. That information will not be disclosed by us to other parties except as required or allowed for by law, or with your express consent.

We wish to advise that our firm's system of quality control has been established and maintained in accordance with the relevant APESB standard. As a result, our files may be subject to review as part of the quality control review program of National Tax & Accountants' Association (NTAA) who monitors compliance with professional standards by its members. We advise you that by accepting our engagement you acknowledge that, if requested, our files relating to this engagement will be made available under this program. Should this occur, we will advise you.

Clients are required to arrange for reasonable access by us to relevant individuals and documents, and to be responsible for both the completeness and accuracy of the information supplied to us.

The responsibility for providing accurate financial information, including documentation to substantiate any deduction claimed, rests with you. It is important to remember that you are personally responsible for the information contained in any statutory return and that you must retain all necessary supporting documentation to substantiate any claim. We will not take responsibility for any failure on your behalf to maintain adequate records. By signing this engagement, you are agreeing to check your income tax return as well as any other work prepared by us and inform us of any errors or omissions.

We also remind you that it is your responsibility to inform us immediately if you change your home, postal or email address or telephone number.

Limitation of Liability Our liability is limited by a scheme approved under Professional Standards Legislation. Further information on the scheme is available from the Professional Standards Councils' [website](#).

Fees Our fees are reviewed every year on 1st July. Any additional work may be performed at your request and these fees can be discussed and quoted by us. The fee for the preparation of a standard salary/wage earner taxation returns for the 2021 year are as follows (all fees are inclusive of GST):

Salary/Wage Earner Tax Return – Single - \$154	Rental Properties (new or first year we have prepared) – \$110 per property
Salary/Wage Earner Tax Return – Couple - \$308	Rental Properties (existing) – \$88 per property

Additional fees will apply to prepare Business Profit & Loss Statements, cryptocurrency, share or dividend trades, rental property schedules, capital gains schedules and/or any other work required outside the salary/wage earner tax return requirements.

Additional fees will also apply if you engage our firm during the year to attend to other matters eg, evaluation of a rental property purchase, evaluation of salary sacrifice arrangement, provision of documents and declarations to third parties and other meetings, phone calls and email communications.

Billing Arrangements We require full payment on the day of your appointment or prior to lodgement of your tax return. You may pay your account by cash, cheque, credit/debit card or in advance by direct credit into our bank account.

Audit Protection Please note that additional fees will apply if we are engaged by you to assist in an audit, review or investigation by the ATO or other government agency. We offer Audit Protection insurance (information sent separately) which will cover our fees for such an audit if you elect to pay the premium.

Ownership of documents Unless agreed to the contrary, source documents such as receipts, invoices and correspondence between the ATO and you, ATO notices of assessment, letters of advice and tax returns prepared by us remain your property. We reserve the right to make a copy and retain for our records. Our working papers and documents remain our property.

In the event of the termination of services, you are advised that we may invoke a lien over certain documents we have prepared and we will hold these documents until all outstanding fees have been paid, or satisfactory agreements have been made. A lien is a right to hold certain documents or property until the debt incurred in respect of those documents or property has been paid.

Confirmation of Terms Acceptance of our services in conjunction with this information document, indicates that you understand and accept the arrangements. This information will be effective for future engagements unless we advise you of any change.

I have read and understood this document and wish to engage **ASC Accountants** as my/our Tax Agent and Accountant.

Name _____

Name _____

Signature _____

Signature _____

Date _____

Date _____