

# Schedule of Professional Fees

Canberra Tax Solutions is an Institute of Public Accountants (IPA) Professional Practice.

As such, our Schedule of Professional Fees is integral to the Engagement Letter (APES 305), as mandated by IPA.

For services not prepared at an agreed fee, and unless otherwise stated, the cost is based on our hourly rates, billed in 6-minute increments. You will be charged for the time spent, not the outcomes, ensuring transparency in our tax agent costs. All of our out-of-pocket expenses are reimbursable and are billed at cost.

Please note that state stamp duty (if applicable) and any payment surcharges may change without notice.

Our tax invoice, detailing tax returns fees, is due and payable within 7 days of issue unless otherwise agreed.

A prepayment of fees or initial retainer may be required before any work commences, and progress payments may also be required throughout the engagement.

## 1. Hourly Rates

Service	Fee (Incl. GST)
<b>Principal Tax Agent: IPA Qualified – Advisory</b> This rate applies to services, including support for an ATO review or audit, written tax advice, work for deceased estates, objections to ATO decisions & default assessments.	<b>\$363.00</b>
<b>Principal Tax Agent: IPA Qualified – Compliance</b> This rate applies to services such as Income Tax Returns, Business Activity Statements, TPARs, GST Reconciliations, and business registrations.	<b>\$340.00</b>
<b>Client Manager or Senior Accountant – Compliance</b> This rate applies to services such as Income Tax Returns, Business Activity Statements, TPARs, GST Reconciliations, and business registrations.	<b>\$300.00</b>
<b>Senior Bookkeeper: BAS Agent or Tax Agent Qualified – Compliance</b> This rate applies to services such as software clean-up, Business Activity Statements, Instalment Activity Statements and SGC shortfall calculations.	<b>\$123.00</b>
<b>General Administration</b> This rate applies to services such as general email correspondence, phone calls, and the scanning of clients' physical files and saving electronic documents.	<b>\$99.00</b>

## 2. Remote Client Identity Verification Fees

Mandatory client verification requirements for tax professionals were introduced by the Tax Practitioners Board (TPB) in late 2022. For all remote services, Canberra Tax Solutions uses Annature's Proof of Identity service.

Service	Fee (Incl. GST)
<b>Standard New Client Identity Verification (per verification)</b> Applies to all new individual tax return clients and new client representatives without a face-to-face meeting.	<b>\$15.00</b>
<b>Enhanced New Client Identity Verification (per verification)</b> Applies to all for company directors and trustees. This check complies with new AML / CTF requirements.	<b>\$22.00</b>

### 3. Individual Tax Return Fees – Completed by IPA Qualified Accountant

Service	Fee (Incl. GST)
<b>Return Not Necessary (RNN)</b> Per year, when we <b>do not</b> prepare another tax return at the same time.	<b>\$99.00</b>
<b>Return Not Necessary (RNN)</b> Per year, when we prepare another year's Income Tax Return.	<b>\$27.50</b>
<b>Franking Credit Return (starting from)</b> Online service only—maximum of 5 dividends from shares or ETFs. Additional dividends from shares or ETFs are charged at \$5.50 per additional holding. A New Client Identity Verification check fee is charged in addition to the base fee shown for new clients.	<b>\$132.00</b>
<b>Basic Individual Tax Return (starting from)</b> Online service only. ATO Prefilling information, no deductions (except for tax agent fees). A New Client Identity Verification check fee is charged in addition to the base fee shown for new clients using a remote service.	<b>\$199.00</b>
<b>Standard Individual Tax Return (starting from)</b> These are returns for a typical employee, including claiming standard deductions, rebates, & other sources of income, such as bank interest, up to four dividend payments, and managed fund income. Additional charges apply for additional schedules (as outlined below).	<b>\$242.00</b>
<b>Complex Individual Tax Return (starting from)</b> Includes everything in our standard tax return, plus income from 5 (five) or more dividends/ETFs/managed funds. Our fee is higher because complex returns require additional time to ensure they are accurate for the year of lodgement. Additional charges apply for additional schedules (as outlined below).	<b>\$330.00</b>
<b>Standard Individual Tax return with Rental Property (starting from)</b> Includes everything in our standard tax return, plus one rental property only; the cost Can be split between joint owners. Fee includes the manual entry of the rental schedule with accompanying agent statement and totals recorded on our checklist.	<b>\$440.00</b>
<b>Service: Additional Schedule Charges</b>	<b>Fee (Incl GST)</b>
<b>Motor Vehicle Deductions - Logbook Method</b> Per vehicle. Manual entry of the motor vehicle schedule was based on the client provided summarised records & receipts.	<b>\$33.00</b>
<b>Motor Vehicle Deductions - Interest Schedules</b> Prepared by us, per vehicle loan. Calculating the deductible interest payments on your motor vehicle loan(s).	<b>\$33.00</b>
<b>Motor Vehicle Deductions – Estimated Fuel Costs</b> Prepared by us, per vehicle. Calculating the annual fuel costs on your motor vehicle.	<b>\$33.00</b>

Service: Additional Schedule Charges - Continued	Fee (Incl. GST)
<p><b>Foreign Income Conversion</b></p> <p>Conversion of your foreign income into Australian dollars and manual entry into the tax return.</p>	<b>\$33.00</b>
<p><b>Additional Rental Property (starting from)</b></p> <p>For each additional rental property, the fee can be split between joint owners. Enter the rental property's schedule of income &amp; deductions, review the property's depreciation schedules and make adjustments where required. All income and expenses from your real estate agent's statement or summarised by you.</p>	<b>\$198.00</b>
<p><b>Holiday House / Rental Property Private use (starting from)</b></p> <p>Per property, the fee can be split between joint owners. Calculating the private use portion of a holiday house under the ATO's new guidelines.</p>	<b>\$110.00</b>
<p><b>Capital Gains Calculations: Shares &amp; Managed Funds (ETFs)</b></p> <p>Per holding, the fee can be split between joint owners. Calculations for the sale of shares and managed funds, including adjustments to the cost base for capital gains &amp; holding changes. Time-based, depending on complexity, corporate action adjustments required to cost base.</p>	<b>Hourly Rates</b>
<p><b>Capital Gains Calculations: Main Residence Exemption (starting from)</b></p> <p>This fee can be split between joint owners. Determining the eligibility and claiming the Main Residence Exemption on the sale of residential property, and manual entry of the CGT exemption.</p>	<b>\$55.00</b>
<p><b>Capital Gains Calculations: Investment Property (starting from)</b></p> <p>Per property, the fee can be split between joint owners. Manual entry of the capital gains schedule for the sale of rental property, including allocation of expenses between the final rental schedule &amp; the capital gains worksheet, final adjustments, including capital gains/depreciation adjustments, ensuring all items are collated and relevant to the sale. Initially allowing approximately 50 minutes, the final cost ultimately depend on complexity &amp; the actual time spent.</p>	<b>\$300.00</b>
<p><b>Cryptocurrency Annual Tax Statement (starting from)</b></p> <p>Annual tax report that complies with ATO guidelines from CryptoTax Calculator. This fee is for a one-year financial report and is dependent on the number of transactions.</p>	<b>\$99.00</b>

#### 4. Amendments

Service	Fee (Incl. GST)
<p><b>Amendments to Tax Returns: Prepared by us (starting from)</b></p> <p>Amending your Income Tax return that was prepared and lodged by us to include additional information not provided by you before the completion of your tax return.</p>	<b>\$99.00</b>
<p><b>Amendments to Tax Returns: NOT Prepared by us (starting from)</b></p> <p>Amending your Income Tax return that another tax agent prepared to include additional information not provided by you.</p>	<b>\$330.00</b>

Service: Amendments - Continued	Fee (Incl. GST)
<p><b>Amendments to BAS: Prepared by us (starting from)</b></p> <p>Amending your BAS that was prepared and lodged by us to include additional information not provided by you before the completion of your tax return.</p>	<b>\$99.00</b>
<p><b>Amendments to BAS: NOT Prepared by us (starting from)</b></p> <p>For each additional rental property, the fee can be split between joint owners. Enter the rental property's schedule of income &amp; deductions, review the property's depreciation schedules and make adjustments where required. All income and expenses from your real estate agent's statement or summarised by you.</p>	<b>\$220.00</b>

## 5. Business Tax Returns (Sole Trader, Partnership, Trust & Company)

Service	Fee (Incl. GST)
<p><b>Sole Trader Income Tax Return - No GST Registration</b></p> <p>Preparation of a Sole Trader Business Schedule prepared from your fully reconciled accounting software package (Xero, QuickBooks, Zoho) or using our Excel cashbook. This service includes the review and analysis of potential entitlements to the small business tax offset. The final fee is time-based, and the final cost depends on the complexity and the quality of your records.</p>	<b>\$484.00 – \$2,200.00</b>
<p><b>Sole Trader Income Tax Return - GST Registered</b></p> <p>Preparation of a Sole Trader Business Schedule prepared from your fully reconciled accounting software package (Xero, QuickBooks, Zoho) or using our Excel cashbook. This service includes GST reconciliation and the review and analysis of potential entitlements to the small business tax offset. The final fee is time-based, and the final cost depends on the complexity and the quality of your records.</p>	<b>\$660.00 – \$2,550.00</b>
<p><b>Sole Trader Income Tax Return - Additional Business Schedule</b></p> <p>Additional Sole Trader Business Schedules.</p>	<b>\$440.00 – \$880.00</b>
<p><b>Partnership Tax Return: 2 Partners (starting from)</b></p> <p>Preparation of a Partnership return prepared from your fully reconciled accounting software package (Xero, QuickBooks, Zoho) or using our Excel cashbook. The final fee is time-based, and the final cost depends on the complexity and the quality of your records. This <b>service does not</b> include Financial Statements or the partner's Individual Tax Returns. The final fee is time-based, and the final cost depends on the complexity and the quality of your records.</p>	<b>\$990.00</b>
<p><b>Family / Discretionary Trust Tax Return (starting from)</b></p> <p>Preparation of a Trust return prepared from your fully reconciled accounting software package (Xero, QuickBooks, Zoho) or using our Excel cashbook. This service includes Financial Statements. The final fee is time-based, and the final cost depends on the complexity and the quality of your records.</p>	<b>\$1,200.00</b>
<p><b>Small Private Company Tax Return - No Financials (starting from)</b></p> <p>Preparation and lodgment of your Company Tax Return, Detailed business schedule, Depreciation schedule on company assets, GST reconciliation, end-of-year journal entries are provided to your Bookkeeper to adjust your software file. This <b>service does not</b> include Financial Statements and is time based.</p>	<b>\$1,320.00</b>

Service: Business Tax Returns Continued	Fee (Incl. GST)
<p><b>Small Private Company Tax Return – Financial Statements (starting from)</b>            Preparation and lodgment of your Company Tax Return, Detailed business schedule, Depreciation schedule on company assets, GST reconciliation, end-of-year journal entries are provided to your Bookkeeper to adjust your software file. This <b>service does</b> include Financial Statements and is time based.</p>	<b>\$1,980.00</b>
<p><b>Financial Statements for Sole Traders</b>            The final fee is time-based, and the final cost depends on the complexity and the quality of your records.</p>	<b>\$363.00 – \$990.00</b>
<p><b>ASIC Agent Service (Annual Fee)</b>            As your ASIC Agent, we receive all your ASIC correspondence on your behalf. On the anniversary of your company's registration date, we provide a comprehensive Annual Review Pack, which includes:</p> <ul style="list-style-type: none"> <li>• ASIC Company Statement,</li> <li>• ASIC Annual Invoice,</li> <li>• Solvency Resolution for your company, and</li> <li>• One update to registered address details per year.</li> </ul> <p><b>Please note: We do not offer registered office services.</b></p>	<b>\$220.00</b>

## 6. GST, BAS and Business Reporting

Service	Fee (Incl. GST)
<p><b>Quarterly Business Activity Statements (starting from)</b>            Prepared from your fully reconciled accounting software package such as (Xero, QuickBooks, Zoho) or using our Excel cashbook.            Where data is not provided in the above formats, additional bookkeeping fees will apply.</p>	<b>\$220.00</b>
<p><b>Annual GST Return</b>            Prepared from your fully reconciled accounting software package such as (Xero, QuickBooks, Zoho) or using our Excel cashbook.            Where data is not provided in the above formats, additional bookkeeping fees will apply.</p>	<b>\$330.00</b>
<p><b>Taxable Payments Annual Report (TPAR) up to 5 contractors</b>            Preparation and lodgment of taxable payments annual reports for the year, including but not limited to:            Analysis of contractors, GST and gross payments,            Collation of contractor details and calculation of total payments for each contractor, and            Preparation of taxable payments annual reports for your approval.</p>	<b>\$330.00</b>
<p><b>Taxable Payments Annual Report (TPAR) between 6 -10 contractors</b>            Preparation and lodgment of taxable payments annual reports for the year, including but not limited to:            Analysis of contractors, GST and gross payments,            Collation of contractor details and calculation of total payments for each contractor, and            Preparation of taxable payments annual reports for your approval.</p>	<b>\$450.00</b>
<p><b>Trust or Partnership Distribution Minutes</b>            Preparation of the Partnership or Trust Distribution Resolution for the financial year.</p>	<b>\$121.00</b>

## 7. Deceased Estates: Completed by our Specialist Accountant

Service	Fee (Incl. GST)
<b>Individual Tax Return to Date of Death</b> Standard Individual Tax Return up to the date of death. This fee is time-based, and the sale of assets may impact overall tax return costs.	<b>\$550.00 –</b> <b>\$1,100.00</b>
<b>Tax File Number Application - Testamentary Trust</b> Application for a new Tax File Number for a deceased estate Trust Return.	<b>\$165.00</b>
<b>Testamentary Trust Return</b> This fee is time-based, and the sale of assets may impact overall tax return costs.	<b>\$990.00 –</b> <b>\$2,999.00</b>

## 8. Additional Services Provided: Completed by an IPA Qualified Accountant

Service	Fee (Incl. GST)
<b>Written Tax Advice</b> Per person. Based on the actual time taken to complete. Minimum charge of one and a half hours, payable in advance. This rate also includes the actual time spent on research and writing file notes.	<b>\$544.00</b>
<b>Accountants Sophisticated Investor Statement</b> Per person, Per certificate. Review of information and determination of whether the requirements of a Sophisticated Investors Certificate by a Qualified Accountant, as defined in s.88B of the Corporations Act are fulfilled.	<b>\$363.00</b>
<b>Lenders Accountants Letter</b> Preparation of an accountant's Letter required for financing using the Institute of Public Accountants template, based on current and historical factual data. There will be no forecast projections of your abilities to service the loan. This service is available to existing clients only.	<b>\$165.00</b>
<b>Assistance with a Superannuation Notice of Intent (NOI) Claim Form</b> Discussing the amount of concessional contributions that you can make and the amount that you intend to claim for that year, including a review of any Carry Forward Concessional Contributions Cap you may have and your eligibility to use this cap, and assistance in completing the Notice of Intent form for you to lodge with your Superannuation fund.	<b>\$55.00</b>
<b>Notice of Assessment (per document)</b> Your Notice of Assessment can be accessed through your MyGov account. If you do not have a MyGov account, the ATO will issue your Notice of Assessment by regular post. This fee covers our administration time.	<b>\$33.00</b>
<b>Replacement Documents (per document)</b> You will always receive an electronic copy of any tax documents we produce on your behalf. If you require an additional copy at any time, we reserve the right to charge per document. This fee covers our administration time.	<b>\$33.00</b>

## 9. Additional ATO Services

Service	Fee (Incl. GST)
GST Registration	\$88.00
PAYG Withholding Registration	\$88.00
ATO Payment Plan Setup Online only, using Online Services for Agents	\$110.00

## 10. Business Registrations

Service	Fee (Incl. GST)
<b>Sole Trader Business Setup</b> This service includes the application for ABN, with or without a GST registration. A New Client Identity Verification check fee is charged in addition to the base fee shown for new clients using a remote service.	\$250.00
<b>Discretionary (Family) Trust Registration – Individual Trustee Only</b> Set up new Discretionary (Family Trust) deed (electronic copy) prepared by an external third party provider under our instruction, including our out of pocket expenses & Trustee Resolution, Tax File Number, ABN & GST registration (if required). This fee <b>does not include</b> your own legal advice, or any state based Stamp Duty. The timeframe to get TFN, ABN etc., may take up to 28 days to be issued from the time the application.	\$1320.00
<b>Business Name Registration – One Year</b>	\$165.00

**This Fee Schedule is not inclusive of all the services we offer.**

**Please feel free to contact us on 0431 259 476 or by email to [hello@canberrataxsolutions.com.au](mailto:hello@canberrataxsolutions.com.au) to obtain a more precise fee estimate.**