

### **Income Tax Return – Terms of Engagement:**

You have engaged our Firm to complete your income tax return for the year ended 30 June 2018.

The Australian Taxation System is based upon voluntary disclosure and self-assessment. Notwithstanding this, the Australian Taxation Office (ATO) has access to certain information about all taxpayers through the reporting obligations it places on organisations including, but not limited to, financial institutions, health funds, superannuation funds, employers, other federal government agencies and state government entities.

### **Scope of Engagement:**

We will prepare and lodge an income tax return based upon information provided by you. Any advice we provide to you is only an opinion based on our knowledge of your particular circumstances.

### **Your Responsibilities:**

1. The completeness and accuracy of the income tax return which we lodge on your behalf is your responsibility.
2. Any advice given to you is only an opinion based on our knowledge of your particular circumstances.
3. Under self-assessment, to keep full and proper records in order to facilitate the preparation of accurate tax returns.

### **Information you should provide:**

1. Payment summaries provided by your employer
2. Lump Sum and Eligible Termination payment documents
3. Centrelink payment summaries
4. Pension payment summaries
5. Totals of interest received for each bank account and term deposit
6. Dividend notices
7. Trust distribution tax summaries
8. Rental property income and expenses
9. Details of assets purchased and sold, e.g. shares, property (including sale of main residence).
10. Travel expenses – these will need to be supported by a log book and expense receipts. Evidence may vary depending on the basis for claiming the expense
11. Clothing expenses – work specific, no normal “streetwear” (unless with a logo), and supported with receipts if in excess of \$150
12. Self-education expenses which must be relevant to your current employment. Include course fees, technical books, stationery, computer related expenses and travel if applicable
13. Other work related expense, e.g. union dues, professional memberships, telephone expenses, tools
14. Donations – to ATO approved deductible gift recipients. Receipts are required
15. Superannuation contributions made personally – not by your employer
16. Spouse/partner details including date of birth, tax file number and taxable income
17. Details of your children, including their taxable income – especially if they have turned 16
18. Private Health Fund end of year Statement (if applicable)
19. Amount of child support payments made by yourself or your spouse for the year

**NEW CLIENTS:**

Please bring –

1. Copy of your 2017 Income Tax Return and Notice of Assessment
2. Your tax file number (TFN)
3. Name and address of previous accountant and fee amount (to claim in 2018)
4. Bank details for any refund due.
5. HELP / SFFS / CSP statements.
6. Private Health Fund end of year Statement (if applicable).

**The process we will follow:**

1. You will be interviewed by an accountant to ensure that all of the relevant income, expense and personal details required by the ATO are recorded.
2. Provide us with the nominated bank account for any refund. (The ATO will no longer issue cheques)
3. An electronic based income tax return will be prepared.
4. The tax return will be mailed to you for signature (as well as any personal papers you may have left with us to complete the tax return).
5. The signed tax return to be returned to our office for lodgement with the ATO. The fee for preparation is payable at this time, if not already paid on date of interview.
6. Upon receipt of the fee your income tax return will be lodged electronically. **According to our office policy income tax returns will not be lodged until our fees are paid.**
7. Within 30 days (normal ATO processing time) your notice of assessment will be mailed directly to the address nominated by you.
8. You should confirm that the assessment agrees to our estimate and contact our office if there is a major discrepancy. Processing is on a computer-to-computer basis so the likelihood of variance should be rare.

**PROFESSIONAL FEES: The minimum professional fee for preparation and lodgement of your income tax return will be \$198.00 (\$352.00 for couples) including GST.**

**Office use only:**

**TAX RETURN PREPARATION FEE**

**Name:**.....

The fee for preparation and lodgement of your income tax return will be: \$.....

Paid at interview	<input type="checkbox"/>
Payable on signing	<input type="checkbox"/>

**Payment Terms:** the fee is payable before lodgement

**Payment Options:** Cash / Cheque / EFTPOS

***We know that the taxation system is not as simple as we would all prefer.***

***If there is any aspect of your income tax return that you are unsure of, or the way that the rules apply in your circumstances, please ask the accountant at your interview. We are happy to explain any matter. Our concern is to ensure that you receive the best tax result, taking into account all of the obligations that you have, and assessing all of the deductions and offsets available to you.***