

# SUSAN NASH & ASSOCIATES

tax planning, tax returns, & business advice

## ACCOUNTANTS

**Please print this document and fill it out by hand, once completed then please fax it to us on +618 8377 5450 for international customers or 08 8377 5450 for interstate customers or alternatively you can just email us a scanned copy to [nicole@susannash.net.au](mailto:nicole@susannash.net.au)**

Please date this document

Date \_\_\_ / \_\_\_ / \_\_\_

Mr/Mrs/Ms. Circle whichever is appropriate on the left

Please give us your full Name and Address

First Name \_\_\_\_\_

Middle Name(s) \_\_\_\_\_

Last Name \_\_\_\_\_

Street Address \_\_\_\_\_

Suburb or Town \_\_\_\_\_

State \_\_\_\_\_

Postcode \_\_\_\_\_

Country \_\_\_\_\_

Thank you for your instructions to attend to your accounting and taxation requirements.

This letter sets out the scope and terms of our engagement. Please read it carefully and make sure that you understand it. If acceptable, please sign the enclosed copy of this engagement letter and return same to our office. Please contact this office immediately if you do not understand, or wish to discuss, any aspect of the terms of this engagement.

Our engagement is to assist with the preparation, review and lodgment of the income tax returns of the above-named individuals, on a continuing annual basis.

The general scope of our engagement is to attend to the following matters:

- Prepare and lodge annual income tax returns for the nominated individuals;
- Check and forward original assessments and original payment notices received from the Australian Taxation Office (ATO);
- Provide general management and taxation planning advice.

Our services will be provided to you on a fee for service, based on hourly rates commensurate with degree of skill and acumen required to complete the tasks undertaken by us, as discussed at our initial interview.

Terms of payment for services are normally 7 days from the date of invoice unless otherwise agreed upon in writing. Please note that no tax return will be lodged until payment is made.

## **Scope of the work (the services)**

### **1 Accounting & record keeping**

In undertaking this engagement, it is understood that you will retain responsibility for maintaining a standard of reasonable care in fulfilling your tax obligations and maintaining documentation and work papers to support your taxation claims. While we shall endeavor to identify potential issues to the best of our ability, we shall not accept responsibility for matters not reasonably identifiable from documentation supplied by you together with our own generated working papers. We may not have identified all of the tax issues that a more detailed and comprehensive review would identify. If you wish to place a higher level of reliance upon our work than from the information you have presented us, a more thorough review would be necessary.

In respect of the personal tax returns for individuals, it is expected that all relevant information will be collated and forwarded to our office by *31<sup>st</sup> March*. We normally detail more specific requirements in respect of information required for individual tax returns by our annual letter sent at the beginning of July each year.

### **2 Documentation**

Before we lodge any returns on your behalf, we will forward the documents to you for approval. We will endeavour to ensure that the returns are lodged by the due dates. If you are late in providing information, we will do our best to meet the time limits, but we will not be responsible for any lodgement penalties you may incur.

### **3 Ownership of documents**

The financial statements, tax returns and any other documents which we are specifically engaged to prepare, together with any original documents given to us by you, shall be your property. Any other documents brought into existence by us, including general working papers, the general ledger and draft documents, will remain our property at all times.

If our services are terminated, we shall be entitled to retain all documents that we have prepared or hold until payment in full of all outstanding fees is received.

### **4 Additional services**

Additional services or advice that you request will be charged on the basis of the time and degree of skill and acumen required to complete the task undertaken by us, including any direct out-of-pocket expenses. Please note, any correspondence from the Australian Taxation Office that does not relate to initial assessments or original payment notices including investigations (if any) are considered to be additional services.

### **5 Income tax returns**

Our engagement includes the preparation and lodgement of income tax returns for the nominated individual.

In addition to the basic financial information required to complete these tax returns, it is expected that the source documentation will be available to allow this firm to analyse the income tax implications of any transaction. Such documentation needs to be kept for a period of five years.

It is also expected that, in respect of individual income tax returns, each person will comply with the substantiation provisions of the Income Tax Assessment Act.

We will specifically advise as to the requirements of the substantiation provisions relating to your income tax return and of the necessity to obtain acceptable receipts as specifically required by the legislation. From time to time, this firm prepares templates and schedules to assist with the collation of information to complete income tax returns. These will be provided free of charge.

**Confirmation of engagement**

There are many issues to consider in this engagement and we ask that you consider all aspects of this letter to ensure that you are satisfied with the scope of our engagement.

If you continue to provide us with information and instructions regarding your financial affairs, yet do not forward your signed copy of the engagement letter, nor contact us with changes to the engagement, the terms and information provided in this letter will bind us both.

Once you are satisfied with the terms of our engagement, would you please sign and date both copies of this letter. One copy should be forwarded to us as evidence of your acceptance of the terms of our engagement. You should retain the other copy for your records.

We thank you for the opportunity to provide accounting and taxation services to you and your business entities. We look forward to developing a close business relationship for many years to come.

Yours sincerely,



Susan Nash  
Susan Nash & Associates

**Acknowledgment of terms of engagement**

I, the undersigned confirm that I understand and agree to the terms of engagement outlined in pages 1-3 of this letter.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2015.

.....(Client’s Signature)