

1 July 2020

### **Engagement as your tax agent for your 2020 individual income tax return**

We are pleased to accept an appointment as your tax agent for your 2020 tax return.

At the outset, we need to enter into an agreement with you setting out the terms on which we will assist you, including how we will charge you for the work.

This letter and the enclosed Terms of Business set out the terms of the engagement. Any additions will be by the written agreement of both parties. Please read this letter and the Terms of Business carefully. If the terms are acceptable to you, please agree/accept when requesting an appointment. If you do not accept, but continue to provide us with information and instructions, we will assume that you have accepted the terms contained in this letter.

#### **Scope of services**

As your tax agent we will prepare and lodge your individual income tax return for 2020 (“**the Services**”).

In addition to the financial information required to complete your tax return, it is expected that you will make available all relevant source documentation to us.

In preparing your individual tax return we will rely on the documents and information provided, and representations made by you.

#### **Matters outside the scope of services**

In performing the Services, we will not perform an audit or review. Accordingly, no assurances are made in this regard. This 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.

#### **Your obligations**

- Be truthful with the information you provide to us.
- Keep the required records and provide them to us on a timely basis.
- Be co-operative with our requests, and meet our recommended due dates.

## **Our obligations**

- Always act honestly and with integrity.
- Act lawfully in your best interests and advise you of any conflicts of interest.
- Take reasonable care to ascertain your state of affairs.
- Take reasonable care to apply the tax laws correctly.
- Provide our tax agent services competently.
- Not knowingly obstruct the administration of the taxation laws.
- Advise you of your rights and obligations under the taxation laws on a timely basis and return funds due to you.
- Not make false or misleading statements to the ATO.

## **Professional fee and payments**

Our fees will be calculated on the basis of the number of hours spent by us on the Services. The standard professional fees are (subject to notification of change) \$165.00 per hour.

## **Deduction of professional fees from your tax refund**

It is agreed that fees for the Services will be deducted directly from any tax refund you receive. Your refund will be deposited into our Trust Account with our professional fees deducted and the balance of the funds forwarded to you as agreed.

Yours faithfully



Cam Cimino B Bus FIPA  
**Principal Partner**