

# Parker Accounting and Financial Services



Incorporating The Tax Counter Pty Ltd ABN 37 678 807 116

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Glenorchy, Tasmania 7010  
Tel: (03) 6272 0855

## Professional Engagement Advice - Accounting and Taxation Services

I, \_\_\_\_\_, acknowledge that I have engaged *Parker Accounting & Financial Services* ("the firm"), registered tax agent number 24686225, **to complete my taxation return(s) based solely on information I have supplied** to the firm. **I warrant that I have documentary evidence**, as described in Individual Tax Return Instructions 2018 and other materials issued by the Australian Taxation Office (ATO), **to support all items claimed in the tax return(s).**

I have not sought advice on

- ⊕ tax planning, other than incidental to record keeping and relating to the completion of this tax return(s), statements and schedules, nor
- ⊕ insurance including (Life, income protection insurance, health services, business and general insurance).
- ⊕ Superannuation, financial advice or credit products.

And acknowledge that I undertake my own or separate research/counsel on these issues, although we may have discussed and obtained generic advice thereon.

I confirm that the fee charged by the firm is for

- ⊕ the preparation of the tax return(s), financial statements, activity statements, lodgement of it/them with the ATO,
- ⊕ supply to me of a copy of the return(s), statements as lodged, and
- ⊕ the retention of a copy of the return(s), statements by the firm for at least five (5) years after lodgement.

I understand that the fee is payable when the return is ready to be lodged, and that the firm will not lodge the return until the fee has been paid – even if this means that the return may not be lodged by the due date required by the ATO. Any penalties imposed by the ATO for failure to lodge on time will be on my account wholly, and not recoverable from the firm. The firm has the right of lien over all documents supplied to it, or created by it until the fees have been paid. In addition, where the firm has agreed to allow credit for the amount due, I agree to pay a late penalty fee of 1.5% per month on the outstanding amount(s) and all reasonable fees involved in collecting any outstanding account(s).

I acknowledge the firm will write to me (or, my household) each year, usually in June, setting out

1. any additional information that may be needed each year,
2. the standard fee for a tax return,
3. any significant changes since the last tax return was prepared, and
4. any worksheets needed to organise the information required to complete the tax return(s).

I agree that such circulars shall form part of this engagement letter. I confirm that if I do not complete the worksheets included with those circulars, or referred to in them, that I may incur additional fees.

I confirm that the purpose of preparing and lodging a tax return is to meet my statutory obligations to the Commonwealth of Australia, and that the service provided by the firm does not include detection of fraud. Advice on the design of internal control and accounting services, and risk assessment, are available as separate services, and subject to a separate contract and schedule of fees.

**I confirm that it is my responsibility to have, and to keep available, the receipts and other documentary evidence which justify all items in the tax return(s) – for at least five (5) years**, from the date of the assessment notice, for Work Related Expenses, and five (5) years from the date of the assessment notice for business, investments, capital gains, and other matters. BUT, Capital Losses carried forward need to be retained for 5 years after offsetting Gains have used up the losses.

**I confirm that I will keep my signed copy of the tax return**, and produce it if required by the ATO, Centrelink, Australian Securities & Investments Commission (ASIC), Family Assistance Office (FAO), Department of Veterans Affairs (DVA), or any other organisation which may lawfully request to see the copy.

I acknowledge that if in the course of preparing my tax return(s) the firm discovers any illegal transactions that I will be counselled to correct them before the return is lodged, or to notify the ATO if they relate to a return already lodged. I

further understand that if I do not take action to correct any such errors that the firm may be required by law, or the ethics of the accounting profession, to notify the ATO (or other law enforcement body) of the illegal transactions.

I consent to the uses and disclosures allowed under the Privacy Act.

I agree that my records may be used by the firm as part of the Quality Assurance Review (QAR) process imposed by the Institute of Public Accountants (IPA) - subject to the firm notifying me of the QAR and allowing me to refuse to allow the particular Quality Assurance Reviewer access to my file.

This engagement letter forms the basis of a contract with *Parker Accounting & Financial Services* until revoked in writing by me or my attorney, executor or administrator.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/2019

Name in full: \_\_\_\_\_  
[First Name] [Middle Name] [Last Name]

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Number: \_\_\_\_\_

Email Address \_\_\_\_\_

Tax File Number: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

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*Parker Accounting & Financial Services (the firm)* undertakes to apply its professional expertise and integrity to the preparation of the tax return(s) and to abide by its Privacy Policy (*copy of our Privacy Statement is available on request*).

The firm's preference is to schedule enough time for the tax return to be completed in a single visit.

The firm does not have any commission arrangements with any other business and will disclose any benefit that might be obtained if you transact business with a person or other business to which the firm refers you.

The firm is subject to the Rules of the IPA, which include:

1. a Code of Ethics,
2. a requirement to undertake Continuing Professional Education, and
3. the requirement for a Quality Assurance Review, among other things.

In the event of a dispute, the IPA has an Investigations and Disciplinary Committee to which the issue may be referred. There is also the Tax Agents' Board, which has its own rules for the behaviour of registered Tax Agents.

In addition, the *Income Tax Assessment Act 1936, 1997* and *Tax Agents Services Bill 2009* impose obligations on Tax Agents regarding errors in tax returns.

To make it as easy as possible for you to pay your account, the firm accepts cash, cheques, credit cards and EFPOS. The firm does have a capacity to deduct the fee from your refund (for current clients only).

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/2019  
**for Parker Accounting & Financial A Services** (ABN 37 678 807 116)

**Liability limited by a scheme approved under Professional Standards Legislation.**