

Thank you for choosing Deborah Hill & Co (Known in this document as DH&Co) to attend to your taxation and accounting needs. This letter sets out our Terms of Engagement.

We aim to provide you with the best possible service.

Please fully read this document, sign and return it with your taxation documents.

## **OUR SCOPE OF WORK**

DH&Co services will be provided to you on a fee for service basis as detailed in the fees section of the DH&Co Questionnaire.

DH&Co's scope is limited to the preparation and lodgement of your returns and **DOES NOT include the monitoring of your tax payments and management of your debts with the ATO**. We can provide this service if requested in writing. This work will be charged at an agreed set fee or at a fee per time basis.

DH&Co will present you with your tax return before it is lodged with the ATO. This must be signed by you and returned to our offices before it can be lodged by DH&Co.

DH&Co will always endeavour to lodge all returns by the ATO provided deadlines. We will notify you of any impending lodgement deadlines. However, if you are late in providing information, we will not be responsible for any lodgement penalties you may incur.

DH&Co will send the Income Tax Return to you once completed. If you have a MyGov account, the Notice of Assessment will be sent to your account. This will detail your tax obligations and dates payable (if applicable). DH&Co are not responsible for the debt management on your account and for any other tax issue that may not be income tax related.

DH&Co can assist you on any other matter if you request but this may incur additional fees. If DH&Co deem additional fees need to be charged for any new or existing work they will notify you by phone or email.

**Approval for additional fees must be received from you prior to any additional works starting.**

The tax returns which DH&Co 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 DH&Co, including general working papers, the general ledger and draft documents, will remain DH&Co's property at all times.

If DH&Co's services are terminated, we shall be entitled to retain all documents until payment of any outstanding fees is paid in full.

## **YOUR DOCUMENT RESPONSIBILITIES**

For you to comply with the substantiation provisions of the Income Tax Assessment Act you will be required to hold all necessary receipts and documents in order for you to substantiate your claims and deductions.

All receipts and source documents relied on by you to prepare your return will **need to be held by you** and be made available to us should we wish to clarify any issues. Please do not send these receipts or source documents to DH&Co unless you are instructed to do so.

If sufficient documentation is not produced in the event of an audit, DH&Co can take no responsibility for the information included in your income tax return.

## **OUR FEES & PAYMENT**

Our fees in relation to the preparation & lodgement of your income tax returns are detailed at the back of the questionnaire we will get you to fill out each year.

Those fees do not cover any inquiries or investigations conducted by the Australian Taxation Office. Response to such inquiries on your behalf will incur an additional fee based on the time spent attending to this service.

If this account goes into default then all costs incurred by a collection agency/lawyer will be added to the account in full, we also reserve the right to charge interest at 10% per annum.

Payment will be required before we lodge your return.

Payment Methods available are:

1. EFT - BSB: 732085. Acc No; 603495
2. Credit Cards; (processing fee is chargeable).

## **CONFIRMATION OF ENGAGEMENT**

We require you to sign below to confirm your acceptance with the Terms of Engagement (This Agreement).

This Agreement, once signed, will be our binding agreement for all future years until one of the parties notifies termination in writing or a new Terms of Engagement is signed.

If we do not receive a signed copy of This Agreement but still continue to receive information pertaining to your taxation works, This Agreement **will still be deemed a binding document** between both parties.

I, \_\_\_\_\_ confirm that I understand and agree with  
Deborah Hill & Co's Terms of Engagement.

Date \_\_\_\_\_

Signed \_\_\_\_\_

*End of document*