FRESHWATER TAXATION COMPANY / TRUST / PARTNERSHIP CHECKLIST

Thank you for choosing our business to assist with your tax affairs this year.

Please complete the below form and and **upload it here** so that we have the information that we require to complete your annual tax affairs.

Regular / repeat clients: Provided that your basic details have not changed, you are welcome to save yourself some time by only including your name, business name, tax file number, and email address on your submission.

If we have any queries we will phone you or email through a list of questions.

Personal Information:

Full name:	
Company/trust/partnership name:	
Business address:	
Mobile number:	
How did you hear about us?	
Business TFN:	
Business ABN:	
Business Activity:	
Have you reviewed our entity tax procedure?	Yes ☐ No ☐
Have you reviewed our fees?	Yes ☐ No ☐

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Please enter your Director ID (if known)	
Tax return financial year requested (please submit one form for each year required).	
Please confirm that you've read our important note regarding financial statements.	Yes ☐ No ☐
Bookkeeping method:	Xero ☐ Wave ☐ Other ☐ Quickbooks ☐ Excel ☐
Business bank details (required by ATO on all returns). Money will never be taken from your bank account.	BSB: Account No.: Name:
Do you authorise us to catch you up on any outstanding BAS/IAS? (Additional charges apply):	Yes ☐ No ☐
Do your bank accounts/credit card statements reconcile to your bookkeeping software as at 30 June?	Yes ☐ No ☐ Please email through copies of your June bank statements showing closing balance as at 30 June.

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ADDITIONAL NOTES:

- If you are registered for GST, please indicate if your figures are GST inclusive or exclusive.
- Xero files: please provide advisor access to **sarah@freshwatertaxation.com.au**
- All other bookkeeping software send to: **enquiries@freshwatertaxation.com.au**
- If possible, please complete our online personal services income test.

NEW CLIENTS:

- Please email through a copy of last year's tax return and financial statements if this is possible.

COMPANIES / TRUSTS WITH TRUSTEE COMPANIES:

Would you like us to act as your ASIC registered agent? Annual fee applies as per our schedule of fees.	Yes ☐ No ☐
Partnerships: please list full names, TFNs, and DOB of all partners.	
Trusts: please list full names, TFNs, and DOB of all beneficiaries.	
Trusts: list either trustee company & ABN **OR** names of individual trustees	

Engagement of Freshwater Taxation as your Tax Agent for Company / Trust / Partnership Taxation Affairs

We are pleased to accept appointment as your Tax Agent for the: financial year tax return/s, and every year thereafter unless notified by you.

We will act in your best interest at all times and provide the highest level of professional service. This document sets out the terms of the engagement. Any additions will be by the written agreement of both parties.

As your Tax Agent we will:
a) analyse, discuss and make recommendations regarding your tax return; and
b) prepare and lodge your tax returns.

In addition to the financial information required to complete these tax returns, it is expected that all relevant source documentation will be made available to us if requested and that all information provided on your tax return form is correct. You are responsible for compliance with the substantiation provisions of the Income Tax Assessment Act. *We will* not be responsible for any errors brought about by your failure to provide information or documentation later found to be material to your tax affairs. You are responsible for the timely provision of information and we will not be responsible for any late lodgement or other fees and fines brought about by your failure to act in a timely manner.

Please note that any refund is an estimate only and *we are* not responsible and will not accept liability if the Australian Taxation Office determines an outcome which is different than that lodged.

Professional fees and payments
Our standard professional fees are listed on our website.

Client's disclosure and record keeping obligations
You are required by law to keep full and accurate records relating to your tax affairs. It is your obligation to provide us with all information that would be reasonably expected/will be necessary to allow us to perform work contemplated under the engagement within a timely manner or as requested. This includes providing accurate and complete responses to questions asked of the client by the practitioner. Inaccurate, incomplete or late information could have a material effect on services and/or conclusions. The *Taxation Administration Act 1953* now contains specific provisions that may provide you with "safe harbor" from administrative penalties for incorrect or late lodgement of returns. These safe harbor provisions will only be available to you if, amongst other things, you provide "all relevant taxation information" to us in a timely manner (the safe harbor provisions apply from 1 March 2010).

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Accordingly, it is to your advantage that all relevant information is disclosed to us, as any failure by you to provide this information may affect your ability to rely on the “safe harbor” provisions and will be taken into account in determining the extent to which tax practitioners have discharged their obligations to clients. It is your responsibility to show that you have brought all matters to our attention if you want to take advantage of the safe harbors created under new regime.

Client’s rights and obligations under the taxation laws

Taxpayers have certain rights under Australian taxation laws, including the right to seek a private ruling from the Australian Taxation Office (ATO) or to appeal or object against a decision made by the Commissioner. Taxpayers also have certain obligations under Australian taxation laws, such as the obligation to keep proper records and the obligation to lodge returns by the due date. We must keep you informed of any specific rights and obligations that may arise under Australian taxation laws.

Tax Practitioners obligation to comply with the law

We have a duty to act in our client’s best interests. However, the duty to act in our client’s best interests is subject to an overriding obligation to comply with the law, even if that may require me/us to act in a manner that may be contrary to your directions. For example, we could not lodge an income tax return that we believe to be false in a material respect.

Quality review

As a member of the Institute of Public Accountants, as Principal (Sarah Lissant-Clayton) I am subject to periodic Professional Practice Quality Assurance reviews. Unless otherwise advised, you are consenting to your files being part of such a quality review. This review is of our client records and not of you as a client and you have full assurances that complete confidentiality will be maintained throughout.

Yours faithfully,

Sarah Lissant-Clayton
Tax Agent No: 24161000
Freshwater Taxation

Acknowledgement and confirmation

I (taxpayer) hereby acknowledge and accept the terms of this engagement and agree to be liable for all fees for services performed in accordance with this agreement.

Signed:

Print Name:

Date: