

# Client Service Agreement

## **Tax Return**

Your tax return will be compiled from information supplied to us and, consequently, the accuracy of the return depends on these details. Whilst we will exercise due care and skill in preparing the return, the requirements of the Income Tax Assessment Act place the responsibility of the contents of the return with you, the taxpayer. Accordingly, please check the details before signing the electronic lodgment declaration to satisfy yourself that the return is correct.

You should note, however, that the tax law requires that you are able to verify the figures shown in your tax return. Therefore, you are required to keep all records containing the particulars on which your return has been calculated. In the event of an audit, if you are unable to comply with a tax office request for such records, substantial penalties may be imposed.

Please note that we use cloud based accounting software. Your information is protected through two-step authentication.

## **Other Services**

For any services provided by 123 Accounting & Taxation other than the preparation of your Income Tax Return, we charge an hourly rate. If you wish to know these rates or the fixed fee rates for the preparation of your Income Tax Return please ask any member of staff prior to obtaining these services. By requesting a service or meeting you have agreed to these fees.

## **Account**

When signing this form, you agree to the following terms in regard to payment. Once issued, the account will be paid in full by the due date. Your individual tax return will not be lodged until payment has been made in full, unless a fee from refund has been arranged with the account. If our fee is unable to be obtained from your refund, an account will be issued to you. Please note that this is a 7 day account. After the 7 days an admin fee of \$11 per month and interest of 14.15% per annum is applied. After 28 days your account will be sent to a debt collector. Any costs associated with the debt collection will be added to your account.