

TAXATION STRATEGIES & Accounting Services

Terms and Conditions of Engagement

1. I understand that all services provided to me by the Practice of Taxation Strategies & Accounting Services are on a time basis. As such, accounts will render intermittently to me on the basis of time elapsed in interviews, meetings, during telephone calls, attending to mail and email correspondence, account and taxation return preparation, etc. Current charge out rates are available upon request. These charge out rates will apply unless other charge out rates are negotiated and recorded in writing in advance.
2. I understand that all accounts rendered include GST.
3. I understand that all accounts not paid by me within 30 days of invoice date will have interest imposed at the rate of 0.05% per day (i.e. 18.25%pa), or as notified in the Practice reception area from time to time should this rate be changed. The right to remit part or all of any interest imposed is at the discretion of the Practice Administrative Associate of Taxation Strategies & Accounting Services.
4. I understand that all my ATO refunds will be automatically credited to the Practice Trust Account. This account will be audited annually as per CPA Australia by-laws at the expense of the Practice.
5. I understand that my refund/s, net of all outstanding Practice fees, charges and disbursements will then be credited directly to my nominated BSB and Account number as soon as possible, or sent by cheque if no account details provided. I agree to deposit said cheque immediately.
6. I understand that I will be notified by email (or mail) by the Practice requesting permission to withhold the outstanding Practice fees from my ATO refund prior to transferring the balance into my nominated account.
7. I understand that permission is requested by the Practice within the body of each invoice I receive.
8. I understand that I will transmit acceptance of the fee to be withheld to the Practice by email, or phone, fax or mail (in that order).
9. I understand that if I dispute the fee my refund will not be transferred into my nominated account nor will any fee be withdrawn by the Practice, for services, until the fee is accepted by me as referred to earlier.
10. I understand that where I dispute the fee I will dispute the fee in writing, if requested to do so by the Practice, so that the dispute can be dealt with formally.

11. I understand that the Practice will despatch invoices by email wherever an email address has been supplied by me. I understand that I will immediately notify the Practice of any changes to my email address (and postal address) so that the Practice can continue to contact me and forward correspondence.
12. I understand that my future ATO Assessment notices and ATO correspondence of a routine nature will be scanned and emailed to me and that original Assessments will be stored at the Practice premises for at least five (5) years.
13. I understand that I can request the original of any documents be mailed to me by the Practice should I specifically request them to do so.
14. I understand that the Practice agrees to store original receipts and documents used by the Practice to prepare tax returns and accounts without charge to me, should I request said storage, for five years or until my records exceed one archive box in volume.
15. I understand that it is my responsibility to maintain all other records not stored at the Practice premises for at least the minimum length of time prescribed by the ATO from time to time (currently up to seven years – and even longer if there are Capital Gains tax implications).
16. I acknowledge that the Practice has emphasised to me the critical importance of maintaining ALL original receipts should I ever become subject to an ATO audit in connection with any of my claims.
17. I acknowledge that the Practice has emphasised to me the critical importance of maintaining ALL original log sheets should I ever become subject to an ATO audit in connection with any of my claims.
18. I acknowledge that the Practice has emphasised to me the critical importance of maintaining motor vehicle log sheets and recording odometer readings each 30th June should I ever become subject to an ATO audit in connection with any of my motor vehicle claims.
19. I acknowledge that the Practice has emphasised to me the critical importance of maintaining ALL original log sheets on an annual basis should I intend making a claim for a tax deduction for any work related or business expense with both a tax deductible and a private component.
20. I acknowledge that the Practice will email me or mail me a copy of log sheet formats should I make a request.
21. I understand that it is my responsibility to be open and honest when providing financial information and data to the Practice.

22. I understand that The Practice will deal with me openly and honestly when communicating with me.
23. I understand that the Practice will not advance, promote or recommend tax avoidance schemes.
24. I understand that the Practice will attend to my affairs with my best overall interest at stake.
25. I understand that these Terms and Conditions continue to apply until they are cancelled in writing either by the Practice or myself.
26. I understand that the Practice will lodge my returns on or before ATO deadlines for lodgement where I have provided ALL information in more than 30 days of the deadline.
27. I understand that when I request the Practice to provide services on an urgent basis that time will be charged out to me at a premium charge out rate subject to reduction only at the Principal's discretion.
28. I understand that The Practice office hours are 9am-5pm Monday to Friday except for the period annually from the Friday before Christmas for two weeks where the office will be closed and for specific periods during the year where The Principal or staff specifically agree to meet me outside of these hours – such as Wednesday evenings from July to end of November.
29. I understand that the Practice will supply me with a copy of these Terms and Conditions upon request.
30. I understand that The Practice reserves the right to vary these Terms and Conditions from time to time subject to notification by The Practice by email and by placing the revised Practice Terms and Conditions in the Practice reception area.
31. I understand that if I do not accept any of the varied Terms and Conditions that I will notify the Practice immediately.