

2025 Letter of Engagement/Acknowledgement of Fees

Date: _____

Name: _____

This letter of engagement is to accept appointment in relation to the services below. During the year there may be other services required which will involve additional works outside the scope of this engagement and will be charged as additional services.

Tax practitioners are regulated in accordance with the *Tax Agent Services Act 2009 (TASA)* and the accompanying regulations. The *Tax Practitioners Board (TPB)* is responsible for the registration and regulation of tax practitioners and for ensuring their compliance with the TASA. As part of this role, the TPB maintains details of registered, suspended and deregistered tax practitioners. To check that we are registered, search the **TPB Register** at www.tpb.gov.au/public-register using either of the following details:

- **Practitioner name** – Ascent Business Directions (WA) Pty Ltd
- **Registration number** – 64126002

An important feature of the taxation laws for clients is the provision of a '**safe harbour**' from penalties in certain circumstances for taxpayers who engage registered tax agents. To obtain the benefits of safe harbour protection, a taxpayer must give their registered tax agent "*all relevant taxation information*" to enable accurate statements to be provided to the Australian Taxation Office (ATO). This requirement may be important in identifying and understanding the purpose and scope of this engagement.

General information about taxpayers' rights and obligations under the taxation laws (including safe harbour protection) and information about tax practitioners' obligations to their clients, the ATO and the TPB can be found at www.tpb.gov.au/obligations

Individual Tax Return & Advice

- Preparation and lodgement of your Individual Tax Returns
- Other accounting and general advice

Ascent Accountants estimated fee for the preparation of an Individual Tax Return starts from \$231.00 (GST inc). This estimated fee will be higher in the event of extra work being required for example: Preparation of rental schedules, setting up investment income/interest on loans, additional deductions or rebates, additional advice/discussion is required on tax matters, extra work is required to summarise information. Where additional work is required and the fee will be higher, an estimated fee can be provided before work commences. Any advice Ascent Accountants provides to you is completely dependent upon the information you provide us, therefore, it is essential that you provide us with all relevant information. Any late lodgement penalties incurred by not supplying Ascent with all relevant/correct information or not supplying information in required time frame, will be your responsibility. Our liability is limited by a scheme approved under professional standards legislation (<https://www.psc.gov.au/>). We confirm that our firm holds the adequate PI insurance that meets the minimum requirements set out by the TPB's explanatory paper TPB (EP) 03/2010.

Acknowledgement of Terms of Engagement

I/we accept Ascent Accountants statements concerning the scope of the engagement and provide Ascent with authority to contact the Taxation Office on our behalf. We have provided Ascent Accountants with all income, deductions and relevant taxation information to enable accurate statements to be provided to the taxation office. We have kept all source documentation, substantiation and diaries for all income and expenses being included. Please note we are unable to perform any work for you until we receive the signed copy of this engagement letter.

Complaints and Dispute Resolution

If you have any complaints or disputes in relation to this engagement, we ask that you please contact Nigel Parker at nparker@ascentwa.com.au or (08) 9356 8033 in the first instance. We will endeavour to resolve any issues respectfully and as quickly as possible.

If we cannot resolve the issue or you are not satisfied with how we have handled your complaint or with the outcome, you may be able to escalate the matter to the TPB. Complaints to the TPB must be made in writing using its online form, which is available at <https://myprofile.tpb.gov.au/complaints/>

If your complaint is about fees, you may be asked to contact Consumer Affairs or the Office of Fair Trading in your State or Territory. However, the TPB may be able to assist if the fee complaint is associated with inappropriate conduct by our firm. Details about making complaints to the TPB are available at <https://www.tpb.gov.au/complaints>

Other Prescribed Events and Matters to be Aware of

We are required to advise if certain events have occurred within the last 5 years (but not before 1 July 2022). This will enable you to make a fully informed decision on whether to engage or re-engage Ascent Accountants to provide tax agent services.

We advise there are currently no matters that we are required to report to you.

Payment of Ascent Services

Tax Returns prepared will not be lodged until invoices are paid in full. For Ascent to proceed with the preparation of your tax return, please confirm that you have the funds available to pay the estimated fees on completion of your work.

☐ We currently have funds available to pay for the estimated fees on completion of the job. we will be paying by:

- ☐ Bank Transfer
- ☐ Credit Card/Eftpos

Outstanding accounts will incur a monthly administration fee. Ascent reserves the right to use a Debt Collection Agency to follow up outstanding accounts. Clients will be liable for costs incurred in recovering outstanding amounts.

Name: _____ Signed: _____ Date: _____