



New Client Form

So that we can register you with the ATO as an **On-the-Ball Business Services** client, please provide us with a **copy of your last tax return** and complete the following information.

	Client 1 Details		Client 2 Details	
Full Name				
Date of Birth (DOB)				
Tax File Number				
Occupation				
Home Address				
Postal Address				
Email Address				
Home Phone Number				
Mobile Phone Number				
Preferred contact method (email/SMS/phone/other)				
Preferred time to contact (business hrs/after hrs/anytime)				
Dependant children's names & DOB's				
Do you have a rental property?	Yes / No		Yes / No	
Do you own shares or managed funds?	Yes / No		Yes / No	
Previous Accountant's Name & Contact Details				
Were you referred to us? If so, by who, as we would like to thank them				
If a refund is due, the ATO will deposit this directly into your nominated bank account. As banking details can change from year to year, we will request that you provide us with your bank details each year.	BSB		BSB	
	Account Number		Account Number	
	Bank Name		Bank Name	
	Account Name		Account Name	

By returning this form and signing the attached terms of engagement, I/we confirm my/our instructions to engage **On-the-Ball Business Services** as my/our registered tax agent.

Terms of Engagement & Fee Agreement

As part of the quality assurance procedures at **On-the-Ball Business Services**, we provide you with this document to confirm our understanding of the terms of our engagement and the nature and limitations of the services we will provide.

Purpose, Scope and Output of the Engagement This firm will provide taxation services which will be conducted in accordance with the relevant professional and ethical standards issued by the Accounting Professional & Ethical Standards Board Limited (APESB). The extent of our procedures will be limited exclusively for this purpose. As a result, no audit or review will be performed and, accordingly, no assurance will be expressed. Our engagement cannot be relied upon to disclose irregularities including fraud, other illegal acts and errors that may exist. However, we will inform you of any such matters that come to our attention.

Our professional services are conducted, and income tax returns will be prepared for distribution to the relevant specific organisation or party for the purpose specified in the report or as agreed. We disclaim any assumption of responsibility for any reliance on our professional services to any party other than as specified or agreed, and for the purpose which it was prepared. Where appropriate, our report will contain a disclaimer to this effect.

Responsibilities In conducting this engagement, information acquired by us in the course of the engagement is subject to strict confidentiality requirements. That information will not be disclosed by us to other parties except as required or allowed for by law, or with your express consent.

We wish to advise that our firm's system of quality control has been established and maintained in accordance with the relevant APESB standard. As a result, our files may be subject to review as part of the quality control review program National Tax & Accountants Association Ltd (NTAA) who monitors compliance with professional standards by its members. We advise you that by accepting our engagement you acknowledge that, if requested, our files relating to this engagement will be made available under this program. Should this occur, we will advise you.

Clients are required to arrange for reasonable access by us to relevant individuals and documents, and to be responsible for both the completeness and accuracy of the information supplied to us.

The responsibility for providing accurate financial information, including documentation to substantiate any deduction claimed, rests with you. It is important to remember that you are personally responsible for the information contained in any statutory return and that you must retain all necessary supporting documentation to substantiate any claim. We will not take responsibility for any failure on your behalf to maintain adequate records. By signing this engagement, you are agreeing to check your income tax return as well as any other work prepared by us and inform us of any errors or omissions.

We also remind you that it is your responsibility to inform us immediately if you change your home, postal or email address or telephone number.

Limitation of Liability Our liability is limited by a scheme approved under Professional Standards Legislation. Further information on the scheme is available from the Professional Standards Councils' [website](#).

Fees Our fees are reviewed every year on 1st July. Any additional work may be performed at your request and these fees can be discussed and quoted by us. The fee for the preparation of a standard salary/wage earner taxation returns for the 2020 year are as follows (all fees are inclusive of GST):

Salary/Wage Earner Tax Return – Single - \$150	Rental Properties (new) – \$250 per property
Salary/Wage Earner Tax Return – Couple - \$300	Rental Properties (existing) – \$125 per property

Additional fees will apply to prepare Business Profit & Loss Statement, share or dividend trades, rental property schedules, capital gains schedules and/or any other work required outside the salary/wage earner tax return requirements.

Additional fees will also apply if you engage our firm during the year to attend to other matters eg evaluation of a rental property purchase, evaluation of salary sacrifice arrangement, provision of documents and declarations to third parties.

Billing Arrangements We require full payment on the day of your appointment or prior to lodgement of the Tax Return. You may pay your account by cash, cheque, credit/debit card or in advance by direct credit into our bank account, details of which are printed on our invoices.

Audit Protection Please note that additional fees will apply if we are engaged by you to assist in an audit, review or investigation by the ATO or other government agency. We offer Audit Protection insurance (information sent separately) which will cover our fees for such an audit if you elect to pay the premium.

Ownership of documents All original documents obtained from the client arising from the engagement shall remain the property of the client. However, we reserve the right to make a reasonable number of copies of the original documents for our records.

Our engagement will result in the production of income tax return(s). Ownership of these documents will vest in you. All other documents produced by us in respect of this engagement will remain the property of the firm. The firm has a policy of exploring a legal right of lien over any client documents in our possession in the event of a dispute. The firm has also established dispute resolution processes.

Confirmation of Terms Acceptance of our services in conjunction with this information document, indicates that you understand and accept the arrangements. This information will be effective for future engagements unless we advise you of any change.

I have read and understood this document and wish to engage **On-the-Ball Business Services** as my/our Tax Agent and Accountant.

Name _____

Name _____

Signature _____

Signature _____

Date _____

Date _____