

NEW CLIENT FORM

To help us ensure your details are correct in our database and to conform with our professional obligations please complete the information below:

TAX FILE NUMBER _____ DATE OF BIRTH. ____/____/____

LAST NAME: _____ MR / MRS / MS / DR / OTHER

GIVEN NAMES: _____ ☐ ☐ ☐ ☐ ☐

OFFICE USE ONLY

NEW CLIENT TO RIDER TAX ACCOUNTANTS YES OR NO (circle) IF YES ID VERIFIED? YES OR NO (circle)

PLEASE ENTER ID SIGHTED AND DOCUMENT #: _____

Please provide contact information:

Address: _____ Suburb: _____

Postcode: _____ Email: _____

State: _____ Mobile Phone: _____

Please provide spouse or partner information:

Last name: _____ Income: _____

Given names: _____ M/F? ____ DOB ____/____/____

Please provide your bank account information for refunds:

BSB

ACCOUNT NUMBER

ACCOUNT NAME

- *I authorise Rider Tax Accountants to add my details to ATO Online Services for Agents to access any information needed for my tax return.*
- *I wish to be kept up to date on all my accounting and tax affairs.*
- *Unless otherwise agreed the ATO will send all communication and associated information directly to me and not Rider Accountants.*
- *I acknowledge Rider Accountants will handle my information in accordance with their privacy policy and professional accounting ethical obligations.*
- ***I have read and agreed to the engagement letter on the back of this form.***

SIGNATURE: _____ DATE: ____/____/____

Engagement of Rider Accountants & Advisors as your Accountant

This document sets out the terms of the engagement. Any additional work will be by written agreement of both parties. As your accountant and tax agent I will:

- a) analyse, discuss and prepare recommendations regarding your accounting records and financial affairs;
- b) prepare financial and other statements as requested;
- c) prepare and lodge taxation returns, review assessments and advise on appeal procedures where necessary; and
- d) undertake other accounting and advisory work as agreed.

As an Accountant, we are bound by the APES 110 *Code of Ethics for Professional Accountants*, and pursuant to the Responding to Non-Compliance with Laws and Regulations (NOCLAR) requirements, the Accountant is required to report any non-compliance with laws and regulations or acts of omission or commission, intentional or unintentional by a client or by those charged with governance, by management or by other individuals working for or under the direction of a client which are contrary to the prevailing laws or regulations.

Professional Fees and Payments

The professional fees for the services are charged in accordance with the schedule which can be found at <https://rideraccountants.com.au/professional-fees/>. Fees may vary from the schedule where extra work is involved and this work will be billed at the "Ad Hoc" hourly rate. Any fees quoted will exclude GST and are based on the work performed not the result. All fees must be paid upfront prior to lodgement of the tax return and any outstanding fees will be sent to a debt collection agency. We will disclose any commissions or other fees received as a result of work undertaken.

Documents

Before documentation is lodged on your behalf, drafts will be forwarded for your approval. Documentation will be lodged with the relevant departments/authorities by the due date(s), provided all information and documentation is received promptly after the financial year end or other statutory date(s). This will allow adequate time for preparation and lodgement. If you are late in providing information, best efforts will be made to meet the due dates. No responsibility will be accepted for any late lodgement penalties incurred.

Professional Standards Scheme

As a member of CPA/IPA, I am part of the CPA Professional Standards Scheme and my liability is limited by a Scheme approved under Professional Standards Legislation. For more information on the CPA Professional Standards Scheme or Professional Standards Schemes generally, please refer to: www.psc.gov.au.

Privacy Statement

I am bound by the provisions of the *Privacy Act 1988* to maintain all your records securely and in accordance with the provisions of that Act. Any breach of these requirements should be notified to the Privacy Commissioner. As noted above under "Quality Review Program", your file, unless you specifically forbid it, may be subject to a QRP review. As a Tax Agent, I am subject to the code of professional conduct established by the *Tax Agent Services Act 2009* (TASA), this Code requires that unless legally required to I cannot disclose information to a third party without your permission.

Third Party Involvement

In providing our services to you, I utilise cloud computing systems provided by Xero Accounting and Tax. If you would like more information about how Xero protects your privacy and data, please visit <https://www.xero.com/au/legal/privacy/>.

Lien over Documents

If permitted by law, we may exercise a lien over all materials or records in our possession to all engagements for you until all outstanding fees and disbursements are paid in full.

Income Tax Returns

I have been engaged to prepare and lodge income Tax Returns for you, your spouse and any business entities controlled by you. In addition to the basic financial information required to complete these Tax Returns, it is a requirement that taxpayers are able to substantiate their claims and it is expected that all source documentation will be available to allow analysis of the income tax implications of any transaction. The fee for this service does not cover inquiries or investigations conducted by the ATO.

Client's disclosure, substantiation and record keeping obligations

You are required by law to keep full and accurate records relating to your tax affairs including all receipts (which detail supplier name, amount, description of goods or services, date) and diary entries. You are required to apportion deductions between private and business purposes. It is your obligation to provide me with all information I require to allow me to perform work under the engagement within a timely manner or as requested. This includes providing accurate and complete responses to questions asked. Inaccurate, incomplete or late information could have a material effect on services and/or conclusions. It is important to remember you are personally responsible for the information contained in any statutory return and that you must retain all necessary supporting documentation to substantiate transactions for a period of 5 years from the date the tax return is lodged. You must declare all income including any capital gains and all worldwide income.

I need not verify the underlying accuracy or completeness of information from you if it appears reasonable. However, if I believe information is missing, incorrect or misleading, I will seek further assurance from you. It is important to remember you are personally responsible for the information contained in any statutory return and that you must retain all necessary supporting documentation to substantiate transactions. The ATO applies significant penalties for misleading or unsubstantiated tax returns.

The *Taxation Administration Act 1953* now contains specific provisions that may provide you with "safe harbour" from administrative penalties for incorrect or late lodgement of returns. These safe harbour provisions will only be available to you if, amongst other things, you provide "all relevant taxation information" to me in a timely manner. Accordingly, it is to your advantage that all relevant information is disclosed to me, as any failure by you to provide this information may affect your ability to rely on the "safe harbour" 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 my attention if you want to take advantage of the safe harbours created under new regime.

Client's rights and obligations under the taxation laws

Taxpayers have certain rights under the taxation laws, including the right to seek a private ruling from the 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. I 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

I 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 to act in a manner that may be contrary to your directions. For example, I could not lodge an income tax return that I believe to be false in a material respect.