



ACCOUNT WISE

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TAX AGENT AUTHORITY

Company Name _____ IRD No. _____

Full Name _____ IRD No. _____

Address _____

Email Address _____ D.O.B _____

Phone Numbers (Landline) _____ (Mobile) _____

Tax Agency Appointment:

This letter confirms the terms of appointment as your tax agency and outlines the nature and extent of services we offer you.

Services Do Not Differ:

As recommended by the Accountants and Tax Agents Institute of New Zealand Inc, we are now required to have this letter on file, signed by yourself, or the director of your company, or the Trustee of your Trust. Based on the information provided to us by you, we offer the following services under our engagement.

Income Tax Returns:

The preparation and lodgement of income tax returns and discussions with Inland Revenue Department representatives on any matters that concern your taxes.

Tax Assessments:

The Inland Revenue Department for service of notices will use our address and we shall be responsible for checking tax assessments. We shall also strive to recommend the amounts and due dates of tax instalments; however the responsibility for paying the correct tax and paying on time rests with the taxpayer and not us as agents.

Taxpayer Penalties:

Any penalties arising from lateness, errors, wrong estimates or for any other reason are payable by you as the taxpayer. We shall offer you help in meeting your obligations but any advice on payments and/or reminder letters received from us needs reviewing by yourself to check that the payment proposed appears reasonable and the date of payment is correct.

Goods and Services Tax Returns:

When we complete your GST returns we confirm our office will be responsible for the preparation and filing of them based on information supplied to us. We will sign the GST Returns on your behalf but you are responsible for any liability and we will only prepare the return based on information provided by you. You are liable should the return be incorrect due to incomplete records being provided to us. We will recommend the amount due or refundable before the due date. You should check that the payment or refund appears reasonable based on your understanding of transactions that have occurred during the GST period.

Analysis of Accounting Records:

We confirm that our office will be responsible for preparing your unaudited annual financial statements. These are too be generated from information provided to you.

Disclaimer of Liability:

It will be necessary for us to attach to all financial statements prepared by us a Disclaimer of Liability in the following terms;

Terms of Compilation:

"We have compiled the financial statements of this client entity for the year ended _____ as set out on the preceding pages. A compilation's limited primarily to the collection, classification and summarisation of financial information supplied by the client. A compilation does not involve verification of that information. We have not carried out an Audit or a Review Assignment on the financial statements and therefore neither we nor any of our employees accept any responsibility for the accuracy of the information which the financial statement's been prepared. Furthermore the financial statement's been prepared at the request of and for the purpose of our client only and neither we nor any of our employees accept any responsibility on any ground whatever, including liability in negligence, to any other person."

Ownership of Documents:

It's agreed that ownership of all documents supplied by you to aid performance of our professional services shall stay your property. All documents produced by us following performance of our services, such as work papers, shall stay our property. It's agreed that the above has no effect on our rights to claim a particular lien over books, records and other documents.

You Understand and Agree:

You will supply us with correct and complete information necessary to complete such statements and the responsibility for the accuracy and completeness of the assertions in the financial statements remains with you and;

The financial statements prepared according to acceptable accounting principles, which includes Financial Reporting Standards and;

You accept responsibility for any failure to supply us with all relevant records and information and;

It is not intended that this engagement be relied upon to prevent or detect fraud and error and we wish to emphasise that responsibility for such prevention and detection must stay with your management.

Our Fees:

Unless otherwise agreed in writing, all fees rendered by our firm get based on the value for time spent on each assignment and charged out at a minimum rate of \$60 plus GST per hour.

Payments:

Payments on account are to be made within seven days of the issue of an invoice. For accounts that are more than 90 days overdue we reserve the right to transfer the debt to our nominated debt collection agency. You agree to pay any charges incurred in relation to the debt collection, unless the account is in dispute. By signing below you accept personal liability for fees charged which relate to the Company, Entity, Business, Individual, of which you are a shareholder, director or an authorized agent to engage our services on behalf of them. This applies to all fees rendered by our firm for all work undertaken.

Terms of Credit:

All recovery costs incurred by Double D Works Limited T/A Account Wise arising out of your failure to pay by the due date including all legal costs, disbursements and collection costs shall be payable by you, the client, on demand. Double D Works Limited T/A Account Wise may deduct any outstanding amount owed by you to Double D Works Limited T/A Account Wise from any refund due to you from the IRD. A late payment fee of \$25 + GST shall be charged each month that the account remains overdue. In the case of a company, you the director shall personally be liable for any debt of that company to Double D Works Limited T/A Account Wise.

Authority:

I/We authorise Double D Works Limited T/A Account Wise to communicate with my/our bankers, solicitors the Inland Revenue Department, Accident Compensation Corporation (ACC) or any other party, to act on our behalf and get such information as you may need to carry out the above assignments. We authorise Double D Works Limited T/A Account Wise to get information for all tax types linked with the IRD.

Services Outlined:

The arrangements outlined in this letter will continue in effect from year to year unless it's mutually agreed otherwise. If you have any questions about the contents of this letter, please contact us. If the services outlined are according to your requirements and if the above terms are acceptable, please sign a copy of this letter in the space provided and return it to us as soon as possible.

Foregoing Letter:

The services set out in the foregoing letter are according to my/our requirements. The terms set out are acceptable to me/us and are hereby agreed to. I/We authorise Double D Works Ltd T/A Account Wise to act as my Tax Agent to prepare tax returns using information I/We supply and to file them with Inland Revenue.

Signature _____ Profession _____

Name _____ Date _____

Important Note:

Please send a copy of New Zealand identification. Acceptable forms of identification include a Driver's Licence, Passport, Overseas Passport with a NZ Immigration work visa or work permit. A Firearms Licence, 18+ Card, or Certificate of Identification are also suitable. As our client you receive a time extension to file your income tax returns. If you do not offer your records in time to prepare the returns by the due date you will receive a letter from Inland Revenue outlining your obligations. You may get charged a late filing penalty. If you're charged a late filing penalty you will lose your extension of time privilege.

OFFICE USE	
ID Number	Type