

**PART A**

**Electronic lodgment declaration (Form P, T, F, SMSF or EX)**

This declaration is to be completed where the tax return is to be lodged via an approved ATO electronic channel. It is the responsibility of the taxpayer to retain this declaration for a period of five years after the declaration is made, penalties may apply for failure to do so.

Tax File Number  Year of return

Name of Partnership, Trust, Fund or Entity

Total Income/Loss

Total Deductions

Taxable Income/Loss

**Privacy**

The ATO is authorised by the Taxation Administration Act 1953 to request the provision of tax file numbers (TFNs). The ATO will use the TFNs to identify each partner or beneficiary or entity in our records. It is not an offence not to provide the TFNs. However, you cannot lodge your tax return electronically if you do not quote your TFN.

Taxation law authorises the ATO to collect information and disclose it to other government agencies, including personal information about the person authorised to sign the declaration. For information about privacy go to [ato.gov.au/privacy](http://ato.gov.au/privacy)

**The Australian Business Register**

The Commissioner of Taxation, as Registrar of the Australian Business Register, may use the ABN and business details which you provide on this tax return to maintain the integrity of the register.

Please refer to the privacy statement on the Australian Business Register (ABR) website ([www.abr.gov.au](http://www.abr.gov.au)) for further information - it outlines our commitment to safeguarding your details.

**Electronic funds transfer - direct debit**

Where you have requested an EFT direct debit some of your details will be provided to your financial institution and the Tax Office's sponsor bank to facilitate the payment of your taxation liability from your nominated account.

I authorise my tax agent to electronically transmit this tax return via an approved ATO electronic channel.

**Important:** Before making this declaration please check to ensure that all income has been disclosed and the tax return is true and correct in every detail. If you are in doubt about any aspect of the tax return, place all the facts before the Tax Office. The tax law provides heavy penalties for false or misleading statements on tax returns.

**Declaration:** I declare that:

- \* all the information I have provided to my registered tax agent for the preparation of this tax return, including any applicable schedules is true and correct, and
- \* I authorise the agent to give this document to the Commissioner of Taxation.

Signature of Partner, Trustee or Director

Date

**PART B**

**ELECTRONIC FUNDS TRANSFER CONSENT**

This declaration is to be completed when an electronic funds transfer (EFT) of a refund is requested and the tax return is being lodged through an approved ATO electronic channel.

This declaration must be signed by the partner, trustee, director or public officer prior to the EFT details being transmitted to the Tax Office. If you elect for an EFT, all details below must be completed.

**Important:** Care should be taken when completing EFT details as the payment of any refund will be made to the account specified.

Account name:

I authorise the refund to be deposited directly to the specified account

Signature

Date

**PART D**

**Tax agent's certificate (shared facilities only)**

I, Coull & Prior Taxation Consultants declare that:

- \* I have prepared this tax return in accordance with the information supplied by the partner, trustee, director or public officer
- \* I have received a declaration made by the entity that the information provided to me for the preparation of this tax return is true and correct, and
- \* I am authorised by the partner, trustee, director or public officer to lodge this tax return, including any applicable schedules.

|                          |  |                    |                                    |
|--------------------------|--|--------------------|------------------------------------|
| Agent's Signature        | <input type="text"/>                           | Date               | <input type="text"/>               |
| Agent's phone            | <input type="text" value="08 84474433"/>       | Client's reference | <input type="text" value="PUGAT"/> |
| Agent's Contact Name     | <input type="text" value="David Vannetiello"/> |                    |                                    |
| Agent's reference number | <input type="text" value="24707728"/>          |                    |                                    |

## 2020 Client substantiation declaration

I confirm that Coull & Prior Taxation Consultants have advised me that I must demonstrate that I have incurred an expense for income producing purposes. In addition, Coull & Prior Taxation Consultants have advised me of the stringent SUBSTANTIATION legislation I must satisfy in relation to work, car and business travel expenses.

In addition, Coull & Prior Taxation Consultants have informed me that I must obtain original receipts and keep them for a minimum of five years from the date my return is lodged. The receipts must contain the following details:

- name of supplier;
- date and amount of expense; and
- nature of goods and services (noting the specific type of items purchased or expenditure incurred which I am able to personally record up to the date of lodgment of my return where not adequately noted by the supplier).

### Penalties to apply with incorrect returns

Coull & Prior Taxation Consultants have also advised me that additional tax, penalties, interest and possible prosecution action may be taken against me by the ATO if I provide details which lead to an incorrect tax return being lodged.

In addition, Coull & Prior Taxation Consultants have informed me that an important feature of the new tax agent services regime which commenced on 1 March 2010 is the provision of a "safe harbour" protection from penalties in certain circumstances for taxpayers who engage registered tax agents.

Coull & Prior Taxation Consultants have also advised me that in order to obtain the benefits of "safe harbour" protection, I must provide them with "all relevant taxation information" to enable accurate statements to be provided to the Australian Taxation Office.

### Income from sources in and out of Australia for the year of income

Coull & Prior Taxation Consultants have advised me that as an Australian resident I must declare income from all sources, in and out of Australia, including net capital gains received, for the year of income in my tax return.

### Apportionment

Where items are used for both business and private purposes, e.g., car, mobile telephone, home telephone, computer etc, I have records to verify my business usage claim. In addition, my employer will verify that it was necessary to incur such expenditure in earning my assessable income. Further, I have instructed Coull & Prior Taxation Consultants to prepare the return based on me being able to produce these records, if required.

### Audit matters

I further confirm that:

- I am aware of the procedures to follow if a document is lost or destroyed;
- I may be required to verify any income or expense item noted in my return in the event of an ATO audit;
- I understand the Substantiation schedules I completed for all work, car and travel expense claims under self-assessment; and
- I understand that, for the purposes of obtaining "safe harbour" protection, it remains my responsibility to properly record matters relating to my tax affairs and to bring all of the relevant facts to attention in order to show reasonable care; and
- I have read and understood the return prepared for me.
- I authorise Coull & Prior to provide contact information to the ATO in relation to Income Tax, GST and other liabilities

### Secure Client Portal Authority

#### I confirm that:

I give authority for documents, including correspondence from the Australian Taxation Office, to be made available to me via the Secure Client Portal

I acknowledge and give permission for any shared email users to have access to any documents made available to me via the Secure Client Portal

I acknowledge that it is my responsibility to notify Coull & Prior Taxation Consultants of a change of email address

### Payments

I acknowledge that payment of account is due and payable within 14 days of the invoice date. I understand if payment is not received within the said 14-day period I may be charged a late fee of \$15 per month. In the event where overdue invoices are referred to a collection agency and/or legal firm I understand I will be liable for all costs which would be incurred until the debt is settled in full.

#### I declare that:

- I have disclosed, and Coull & Prior Taxation Consultants have returned, all of the income including net capital gains which I have earned/received, for the 2020 income year.
- All income declared, claims for deductions and tax offsets/rebates included in my return are based on my specific instructions and advice that I satisfy the relevant taxation requirements.
- I have all receipts or documentation necessary to substantiate the above claims and I will make them available if required by the Tax Office; and
- Coull & Prior Taxation Consultants have clarified what written evidence (including car/travel records) will be required during an audit and penalties, (including prosecution) that may be applied if incorrect claims are identified in an audit situation.

Tax File Number 917, 092, 547

Signature of Taxpayer X  Dated 9, 5, 21