



Heather Byrne

Accountant & Tax Agent

Suite 8a - 'The Mews' 11-13 Bundaroo Street, Bowral NSW 2576
 PO Box 832 Bowral NSW 2576
 Mobile: 0418 248 540
 Web:- www.taxbowral.com.au

Tuesday, 6 August 2019

Mr Josh Cook & Mrs Monica Cook
 1/12 Prince Street
 Randwick NSW 2031

Dear Josh & Monica,

Engagement letter

Thankyou for asking me to act as your tax agent and accountant. This is a formal Engagement letter which I need for your file as a requirement by my professional indemnity insurer. If you have any queries or concerns please contact us, we will be pleased to discuss these with you.

Scope of services

We will provide the following services to you.

1. Prepare and lodge your 2019 tax returns and act as your tax agent on an ongoing basis

We are required by the *Tax Agents Services Act 2009* to satisfy ourselves as to the reasonableness of the information and claims being made in your income tax returns.

Your obligations & rights

The *Tax Agents Services Act 2009* requires us to advise you of your rights and obligations where I am acting for you on taxation matters. In relation to the taxation services I provide:

- You are subject to the self-assessment system in relation to any of your income tax returns. The Commissioner is entitled to rely on any statements made in your income tax returns. You have provided me with all information disclosing your income and expenses for the financial year. You have an obligation to keep proper records that will substantiate the taxation returns prepared and which will satisfy the substantiation requirements of the *Income Tax Assessment Act*.

Fees & terms

Fees for the work identified will be calculated based on the time involved in its completion. Our charge rates are based on the time spent by the staff assigned to your work. Current hourly charges rates are:

Bookkeeping & Clerical	\$85
Accounting & Tax Services	\$300
Legal or Court representation- if required	\$225 - \$425 * Court representation @ \$425ph

Yours sincerely,
 DocuSigned by:

Heather Byrne

Heather Byrne
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 Accountant & Tax Agent
 Mobile 0418 248 540

8/6/2019



Tax agent
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DocuSigned by:

Josh & Monica Cook
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Josh & Monica Cook

Dated: _____

8/6/2019

DocuSigned by:

Monica Cook
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8/6/2019

