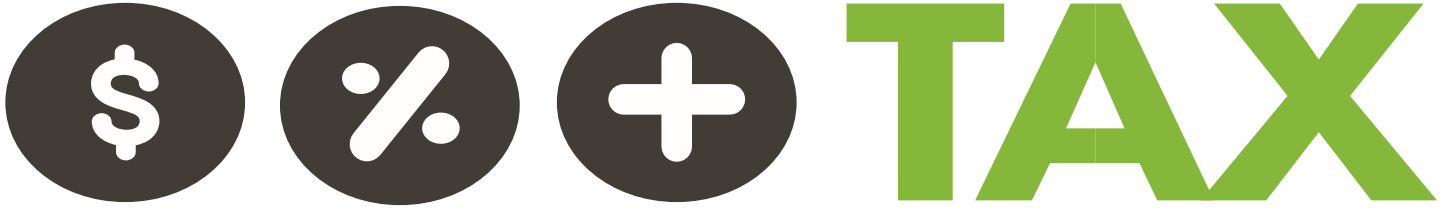


# TRILOGY



**ACCURATE • ETHICAL • STRATEGIC**

E Mail to: [Admin@trilogytax.com.au](mailto:Admin@trilogytax.com.au)

(P) 07 54999973

## 2020 Partnership

Partner 1 % split %

NAME:.....

ADDRESS: .....

DOB: ..... TFN: (New clients only) .....

Bank details (if changed from last year) BSB:..... Account No. ....

Phone No and E Mail (If changed from last year)

.....

Partner 2 % split %

NAME:.....

ADDRESS: .....

DOB: ..... TFN: (New clients only) .....

Bank details (if changed from last year) BSB:..... Account No. ....

Phone No and E Mail (If changed from last year)

.....

Ages of dependant children ..... .....

Are you GST registered? Y N

**Before completing this questionnaire, please read and sign the following:**

**1. Engagement letter**

**Please provide evidence of the following (if applicable)**

**INCOME**

Income received \$  
Did you earn 80% or more from one source? Y N  
Interest received  
Dividends received  
Sale of any asset that has been investment (Contact office)  
Other income  
Details ..... \$

**DEDUCTIONS**

**Motor Vehicle:**  
Kilometres travelled for work purposes .....

**OR**

Log Book % claimed for business	%		
Total fuel receipts	\$	Interest on loan	\$
Registration / Insurance	\$	Repairs & maintenance	\$
Tolls	\$		

**Other Travel expenses**

1. Overnight accommodation & meals \$  
2. Plane, Taxi etc costs \$

**Clothing & PPE**

- 1. Uniform purchased \$
- 2. Boots \$
- 3. Hi-Viz \$
- 4. Other PPE \$

**Self Education expenses**

- 1. Course fees ..... \$
- 2. Materials, stationary, books \$
- 3. Equipment \$

**Other work expenses**

- 1. Telephone \$
- 2. Tools & Equipment \$
- 3. Professional memberships \$
- 4. Supplies / Materials \$
- 5. Contractors costs \$
- 6. Wages \$
- 7. Superannuation \$
- 8. Business insurance \$
- 9. Workercover Insurance \$
- 10.Home office (number of hours) .....

Last year accountants fee \$

Other costs E.G. Professional tax advice \$

Gifts or donations to registered charities \$

Any other expense not listed above – give details

..... \$

..... \$

**Rental Property**

If you own more than one investment property please fill out an additional page, please one page per property.

Please attach the financial year statement for your property from the Real estate Agent/s.

**General Information**

Do you own this property 100% in your name? Y / N

If not, what percentage is your share in the investment property?  
%

Please provide the names and share percentages of any other owners of the property.

..... %

Address of  
Property:.....

Purchase date: Purchase price: \$

Date when first rented:

Number of weeks rented or available for rent in the financial year?

Total rent paid by the tenant for the year? \$

**Claims**

Interest charged on mortgage (only include interest paid, not your actual mortgage repayments). \$

Bank Fees: \$ Water Charges: \$

Insurance: \$ Council rates: \$

Repairs & Maintenance (under \$300): \$ Pest Control: \$

Real Estate Agent Fees: \$ Cleaning: \$

Smoke Alarms: \$

Other small costs not listed above: ..... \$

Major Expenses (Please provide full details including invoice) :

1..... \$

2..... \$

**FARM Income / Expenses**

<b>Gross sales (number and \$)</b>	.....	\$	
<b>Number killed for personal use</b>	.....		
<b>Closing stock number</b>	.....		
<b>Loss due to death or missing</b>	.....		
<b>Purchases (number and \$)</b>	.....	\$	
<b>Natural increase</b>	.....		
<b>Commissions of sale</b>	\$		
<b>Cartage costs</b>	\$		
<b>Feed</b>	\$		
<b>Repairs</b>	\$		
<b>Veterinary</b>	\$		
<b>Rates</b>	\$		
<b>Insurance</b>	\$		
<b>Tractor costs 100%</b>	\$		<b>Rego / ins/ repairs / fuel</b>
<b>Truck costs 100%</b>	\$		<b>Rego / ins/ repairs / fuel</b>
<b>Other farm fuel / Oils</b>	\$		
<b>Private MV klms</b>	.....		
<b>Phone / Internet</b>	\$		
<b>Power</b>	\$		
<b>Interest on farm loan</b>	\$		
<b>Bank charges</b>	\$		
<b>Other costs</b>	\$		<b>details.....</b>

## **Re: Engagement of Trilogy Tax as your Tax Agent for your Individual Tax Return**

*I Am* pleased to accept appointment as your Tax Agent for this year's tax return. *We/I* will always act in your best interest and provide the highest level of professional service. This document sets out the terms of the engagement. Any additions will be by the written agreement of both parties.

As your Tax Agent */we/I* will:

- a) analyse, discuss and make recommendations regarding your tax return; and
- b) prepare and lodge your tax return for the year.

In addition to the financial information required to complete these tax returns, it is expected that all relevant source documentation will be made available to us/me. You are responsible for compliance with the substantiation provisions of the Income Tax Assessment Act. *We/I will* not be responsible for any errors brought about by your failure to provide information or documentation later found to be material to your tax affairs. You are responsible for the timely provision of information and *we /I* will not be responsible for any late lodgement or other fees and fines brought about by your failure to act in a timely manner.

Please note that any refund is an estimate only and *we are /I am* not responsible and will not accept liability if the Australian Taxation Office determines an outcome which is different than that lodged.

### **Client's disclosure and record keeping obligations**

You are required by law to keep full and accurate records relating to your tax affairs. It is your obligation to provide me/us with all information that would be reasonably expected/will be necessary to allow *us / me* to perform work contemplated under the engagement within a timely manner or as requested. This includes providing accurate and complete responses to questions asked of the client by the practitioner. Inaccurate, incomplete or late information could have a material effect on services and/or conclusions.

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 *us/me* in a timely manner (the safe harbour provisions apply from 1 March 2010). Accordingly, it is to your advantage that all relevant information is disclosed to *us/me* as any failure by you to provide this information may affect your ability to rely on the "safe harbour" provisions and will be considered 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 *our/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 Australian taxation laws, including the right to seek a private ruling from the Australian Taxation Office (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. *We/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**

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

### **Professional Fees and Payments**

We will estimate the fee and advise before any work starts. Minimum fees do apply for all tax returns. Lodgement may be delayed until payment of fees are finalized.

**Deduction of Fees from refund cheque (optional)**

It is agreed that fees for the service provided will be deducted directly from any tax refund eft transfer/cheque. In accordance with the requirements of the Institute of Public Accountants, your refund eft transfer/cheque will be deposited into */the firm* Trust Account with the fee deducted and the balance forwarded to you as agreed.

**Terms of Payment**

Unless otherwise agreed, payment terms are strictly pay on the day, or 7 days from the date of invoice with an additional fee.

**Outsourcing**

We never outsource to overseas organisations. At times we may need to obtain the professional assistance from registered Australian professionals that are well established and have a track record for confidentiality.

**Cloud Software**

More and more programs are going “into the cloud” and we now have several bookkeeping, accounting and tax programs that are now cloud based.

We only use organisations who have a track record for security and confidentiality.

**Correspondence**

You authorise Trilogy Tax to have access to the ATO portal which allows us to view past and current information including any correspondence.

**Previous Returns (optional)**

We / I have not been engaged to review the accuracy of any previous returns lodged by you or by a previous Tax Agent.

**Quality Review**

As a member of the Institute of Public Accountants, as Principal I, Bob Jarvis, am subject to periodic Professional Practice Quality Assurance reviews. Unless otherwise advised, you are consenting to your files being part of such a quality review. This review is of our client records and not of you as a client and you have full assurances that complete confidentiality will be maintained throughout.

**Acknowledgement and Confirmation**

I (Taxpayer) hereby acknowledge and accept the terms of this engagement and agree to be liable for all fees for services performed in accordance with this agreement.

**Signed**

**Name of partners and both sign**

**Date**