

Cardell Accountants

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Chartered Accountants
Business Advisers and Consultants
Registered Tax Agents

INTRODUCTION:

You have engaged our Firm to complete your income tax return for the Year Ended 30 June 2011.

The Australian Taxation System is based upon voluntary disclosure and self assessment. Notwithstanding this, the Australian Taxation Office (ATO) has access to certain information about all taxpayers through the reporting obligations it places on organisations including, but not limited to, financial institutions, health funds, superannuation funds, employers, other federal government agencies and state government entities.

Scope of Engagement:

We will prepare and lodge an income tax return based upon information provided by you. Any advice we provide to you is only an opinion based on our knowledge of your particular circumstances.

Your Responsibilities:

1. The completeness and accuracy of the income tax return which we lodge on your behalf is your responsibility.
2. Under self assessment, to keep full and proper records in order to facilitate the preparation of accurate returns.

Information you should provide:

1. Payment summaries provided by your employer
2. Lump Sum and Eligible Termination payment documents
3. Centrelink payment summaries
4. Pension payment summaries
5. Totals of interest received for each bank account and term deposit
6. Dividend notices
7. Trust distribution tax summaries
8. Rental property income and expenses
9. Details of assets purchased and sold, e.g. shares, property
10. Travel expenses – these will need to be supported by a log book and expense receipts. Evidence may vary depending on the basis for claiming the expense
11. Clothing expenses – work specific, no normal “streetwear” (unless with a logo), and supported with receipts if in excess of \$150
12. Self Education expenses which must be relevant to your current employment. Include course fees, technical books, stationery, computer related expenses and travel if applicable
13. Other work related expense, e.g. union dues, professional memberships, telephone expenses, tools
14. Donations – to ATO approved deductible gift recipients. Receipts are required
15. Superannuation contributions made personally – not by your employer
16. Spouse/partner details including date of birth, tax file number and taxable income
17. Details of your children – especially if they have turned 16
18. Name and member number of your Private Health Fund
19. Medical expenses where the total for the family exceeds \$2,000 after Medicare and Private Health Fund refunds.
20. Details of your children’s education expenses for computers (and related expenses) home internet connection, school books, stationery, education software, trade tools. To qualify for this claim, a parent must be in receipt of Family Tax Benefit A or Centrelink pension for the child.
21. Amount of child support payments made by yourself or your spouse for the year.

PLEASE TURN OVER



NEW CLIENTS:

Please bring –

1. Copy of your 2010 Tax Return and assessment
2. Your tax file number
3. Name and address of previous accountant and fee amount (to claim in 2011)
4. HECS / SFFS / CSP statements.

The process we will follow:

1. You will be interviewed by an accountant to ensure that all of the relevant income, expense and personal details required by the ATO are recorded.
2. Advise us if you wish any refund to be paid directly to a bank account nominated by you.
3. An electronic based income tax return will be prepared.
4. You will return to our office to sign the return (retaining your copy and any personal papers you may have left with us to complete the return). The date for you to return is detailed on the call back slip below.
5. The fee for preparation is payable at this time.
6. Upon receipt of the fee your income tax return will be lodged electronically.
7. Within two weeks (normal ATO processing time) your refund cheque/tax payment advice will be mailed directly to the address nominated by you.
8. You should confirm that the assessment agrees to our estimate and contact our office if there is a major discrepancy. Processing is on a computer-to-computer basis so the likelihood of variance should be rare.

CALL BACK SLIP

Name:.....

Please call back on this day:.....

The fee for preparation and lodgement of your Income tax Return will be: \$.....

Payment Terms: the fee is payable before lodgement

Payment Options: Cash / Cheque / EFTPOS / MasterCard / VISA

We know that the taxation system is not as simple as we would all prefer.

If there is any aspect of your return that you are unsure of, or the way that the rules apply in your circumstances, please ask the accountant at your interview or at reception when you sign the return. We are happy to explain any matter.

Our concern is to ensure that you receive the best tax result, taking into account all of the obligations that you have, and accessing all of the deductions and offsets available to you.