



**EAN
BROWN
PARTNERS** LTD

Business Advisers
Chartered Accountants

Name(s) of individual(s):



Please provide your contact details:

Home phone:

Work phone:

Mobile:

E-mail:

Terms of engagement

Authority to prepare financial statements and/or taxation return(s)

I/We hereby instruct you to prepare my/our financial statements and/or taxation return(s) for the financial year. I/We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. I/We understand that you will rely upon the information provided by me/us. Your services are not intended to, and accordingly will not result in, the expression by you of an opinion on the financial statements in so far as third parties are concerned, or in the fulfilling of any statutory audit requirements. I/We understand that during preparation of the financial statements and/or taxation return(s) you will not be specifically investigating non-compliance with laws and regulations – however in the event anything should come to light of this nature during this process, you will bring that to my/our attention.

I/We understand that the financial statements and/or taxation return(s) are prepared for my/our own use and to determine my/our taxation liabilities. If this should change in any material respect, I/we will inform you immediately. You will not accept any responsibility to any person, other than me/us, for the contents of the financial statements.

I/We also accept that you have the right to charge interest on overdue accounts at the rate of 1.5% per month, and that all accounts are due for payment by the 20th of the month following invoice date. The charging of such interest will be at your discretion. I/We accept that any collection costs you incur will be fully recoverable from me/us.

You will retain paper-based records on file for a period, until such time as they are scanned. Scanned records will be stored electronically for the required seven-year period. Your scanned paper-based workpapers will be securely removed from your premises and confidentially shredded by a document destruction service company. All other documentation provided by me/us will be returned to me/us.

You are to represent me/us as my/our tax agent. All income tax return(s) will be signed by me/us, however you are authorised to sign any other taxation return(s) on behalf of myself/ourselves or any of my/our associated entities.

All other terms and conditions of this engagement are the same as those referred to in the original letter of engagement I/we signed when I/we became a client of Ean Brown Partners Limited.

Authority to act and obtain information

You are hereby authorised to communicate with my/our bankers, solicitors, finance companies, all government agencies and other persons or organisations to obtain such information as you require in order to complete the above assignments.

Signature: SIGN HERE Date:

For: and associated entities/individuals

Solicitor's details

Please note the details of your current solicitor/ lawyer:

Solicitor/ lawyer: Firm:

Individual taxation and rental property checklist

The following brief checklist focuses on identifying all sources of income received and expenses incurred during the financial year we are about to prepare your financial statements and/or tax return(s) for. If you answer “yes” to any of the questions below, please ensure you provide us with all supporting documentation. For assistance with completing this checklist, please contact our office.

Did you receive income/ incur expenses?	Yes	No
Interest income (Interest-bearing bank accounts or investments, including PIE funds)		
Dividend income (Provide dividend statements to support income and tax credit claims)		
Overseas income (Foreign interest, dividends, rents, royalties, trusts, employment)		
Investment portfolios (Managed portfolio. Provide a summary from your investment advisor)		
Overseas pensions/ life insurance (Provide bank payment processing receipts)		
Rental property income and expenses (Mortgage interest. Provide receipts for all large expenses)		
Estate or trust income (For any entities we do not prepare income tax returns for)		
Partnership income (For any entities we do not prepare income tax returns for)		
Shareholder salary allocations (For any entities we do not prepare income tax returns for)		
LTC income or losses (For any entities we do not prepare income tax returns for)		
Maori authority distributions (Provide distribution statements)		
Charitable donations (Provide original receipts of all donations exceeding \$5)		
Working for Families Tax Credits (Provide details of changes - new baby, shared custody arrangements)		

* Download and open form in Adobe Acrobat to enable button