

4. DECLARATION

- (a) I confirm that I have provided you with all the relevant information for the preparation of my Financial Statements and tax returns. I hereby instruct you to prepare any Financial Statements and tax returns on a special purpose-reporting basis to comply with the requirements of the Income Tax Act. I understand that the Financial Statements should not be relied on for any other purpose and as a result may not comply with Generally Accepted Accounting Principles.
- (b) I accept responsibility for the accuracy and completeness of the information supplied above. You are not to complete an Audit, nor do I wish you to undertake a detailed review of my affairs in order to substantiate the accuracy of my information and therefore you are unable to provide any assurance of my Financial Statements. I understand your work cannot be relied on to detect error and fraud and that you accept no liability for any losses, claims, and demands by any third party.
- (c) I also accept responsibility for all other records and information supplied to you other than those listed below. I accept accountability for any failure by me to supply all relevant records and information to you for the preparation of the Financial Statements. I understand that the onus for tax liability ultimately rests with me and that I should be accountable for meeting my tax liabilities.
- (d) You are authorised to contact banks and/or relevant parties to obtain missing information. Naturally, I will reimburse your firm for any incidental cost in doing so.
- (e) I authorise you to act as my agent with the Inland Revenue Department and to link myself and related entities to your agency list. I also authorise you to transfer any tax refund to my spouse/partner where they may have tax to pay.
- (f) I acknowledge your invoice is due for payment upon receipt unless prior arrangements have been agreed upon beforehand. I understand interest may be charged on overdue accounts.
- (g) I have read and agree to the Standard Engagement Terms for the Provision of Services by BDS Chartered Accountants Ltd as available on your website. I also acknowledge that these terms may change from time to time (at least 6 monthly) and I will let you know should I disagree with any condition of service. If I don't contact you, you may assume that I agree with your terms.

Name: _____ Director / Trustee / Individual (Tick one)

Signed: _____

Date: _____

Your time and effort in completing this form is much appreciated by the team at BDS.



L12, 17 Albert Street, Auckland | PO Box 7277, Wellesley Street, Auckland 1411
T: 09 366 1822 | M: 021 1258 000 | F: 09 366 1823 | W: www.taxmaster.co.nz
