

Engagement and Authorization for the Lodgement of INDIVIDUAL TAX RETURN

Name:

Address:

TFN: Year Ended:

Phone: Email:

Fees Charged :

I authorize Active Tax Services (ABN: 68 615 652 796) to prepare and lodge my Individual Tax Return with the Commissioner of Taxation on my behalf.

I fully understand that I am expected to provide all the documents related to my tax return to Active Tax Services to allow them to analyse the income tax implications of any of my transactions, and all those documents have to be kept for a period of five years. Regarding to my Individual Tax Return, I am also expected to comply with the substantiation provisions of the Income Tax Assessment Act. Active Tax Services will specifically advise me as to the requirements of the substantiation provisions relating to my Individual Tax Return and of the necessity to obtain acceptable receipts as specifically required by the legislation. From time to time, Active Tax Services will prepare templates and schedules to assist me with the collection of information to complete my Individual Tax Return. Active Tax Services will provide such templates and schedules free of charge.

Before executing the return, I am responsible to review the information on income, deductions and other items reported in my Individual Tax Return to ensure that there are no omissions or misstatements of material facts.

As per my authority to make this declaration, I declare that the information provided for the preparation and lodgement of my Individual Tax Return is true and correct.

IMPORTANT: The tax law imposes heavy penalties for giving false or misleading information.

Acknowledgment of terms of engagement:

Signature:

Date:/...../.....