



Terms and Conditions

What we will do:

- Prepare your tax return based on information provided to us, and lodge with the Tax Office.
- Check your assessment notice.

How we will work with you:

- We share your completed tax return online with you securely for you to review.
- We will provide you with our digital signature system to sign your tax return.
- We can then lodge your tax return.
- We will email you your assessment notice.
- If you have a refund, the tax office banks this directly into your account.
- If you have tax to pay you must ensure your tax is paid by the due date on the assessment notice.
- If you have any concerns please call or email us. We can provide you with paper copies to sign or meet personally on any matter.

Your responsibilities:

- Provide full disclosure of all financial transactions that may affect your tax return.
- Respond to queries promptly.

Our responsibilities:

- You are appointing us as your tax agent and we will comply with all legal requirements of the Tax Agents Act.
- We will always review your information supplied and do our best to ensure everything is properly claimed. We rely on the information

provided, but we are not validating or auditing your affairs. It's your responsibility to retain all records supporting your tax return.

- Our liability is limited under a scheme approved under Professional Standards Legislation.

Fees:

- We will provide you a fixed fee once we have reviewed what is required.
- Payment must be made before we send you your tax return. We guarantee our work and if for any reason on our side we cannot complete your tax return we will refund 100% of the fee.
- Your tax invoice will be issued on completion.

If you have any questions please contact us on (08) 6168 9261 or by email at admin@pembertown.com.