

## **Engagement of Professional Services – 2010 income year**

*Withers Tsang & Co agrees to provide the following professional services:*

- Completion of special purpose financial reports and filing of your income tax return based upon information you have provided to us;
- To act as your agent in all dealings with the Inland Revenue Department ('IRD') in respect of income tax matters, including filing of your income tax return once all relevant information has been received, and to have access to all tax types.
- We will not be liable for any penalties imposed by the IRD as a result of your failing to supply us with complete and accurate information.
- We will also report on any matters that come to our attention in the process of completing your financial statements and tax returns that affect you;
- Our office address will be used by IRD for the service of notices and we are responsible for checking tax assessments. We shall also endeavour to advise the amounts and due dates of tax instalments. However, the responsibility for paying the correct tax and paying on time rests with the taxpayer and not us as agents. Any penalties arising from delay, errors, estimates, or for any other reasons are payable by you as the taxpayer.
- We shall offer you every assistance in meeting your obligations but any advice on payments or reminder letters received from us, should be reviewed by yourself to check that the payment proposed appears reasonable and that the date of payment is correct.

*You agree to and confirm that:*

- You will supply us with all relevant information necessary in order for us prepare special purpose financial reports and comply with the Income Tax Act 2007, Income Tax Administration Act 1994 and the Goods and Services Act 1985;
- You are responsible for the payment of all taxes;
- You accept responsibility for the accuracy and completeness of the information supplied
- You accept accountability for any failure to supply all relevant records and information to us for the preparation of the Financial Statements;
- We have not been engaged to detect fraud or error or audit the financial reports;
- We are not liable to any third party to whom the financial statements/reports are provided and
- We are authorised to obtain any further information necessary for the completion of your financial statements or tax returns from any third party you had dealings with during the year. You provide this to overcome the restrictions on the Privacy Act 1993. This will normally be used for obtaining information from financial institutions and legal firms.

## Our Fees

Our current fee charges are as follows:

	Hourly Rate (excl. GST)
Accountants Graduate 1 & 2	\$90.00 - \$95.00
Intermediate Accountants	\$110.00 – \$155.00
Senior Accountants	\$170.00 – \$220.00
Directors & Associates	\$320.00
Annual Tax Administration Charge	\$50.00 per tax return
	** rate changes will be posted on our website <a href="http://www.wt.co.nz">www.wt.co.nz</a> **

Our fee charges apply to meetings, written & email advice and any phone consultations in lieu of meetings.

Fees charged for consultancy work outside the scope of this engagement are based on our standard hourly rates and billed as the work progresses plus the reimbursement of our direct expenses.

Fees charges for liaising with the IRD to resolve any tax matters, disputes and objections are based on our standard hourly rates and billed as the work progresses plus the reimbursement of our direct expenses.

Unless otherwise agreed, payment of our services are due 14 days from rendering the invoice. If the account is not paid within 30 days after the due date, our debt recovery agency may charge you a fee equal of 25% of the unpaid portion of the invoice amount and all other legal and collections costs not covered by the fee. We also reserve the right to charge interest at the rate of 13% per month from the due date.

We shall be entitled to exercise a general lien over the books, records, related documents, and other such chattels that may come into our possession for the purpose of performing professional services for you until all costs and charges whatsoever or professional services of any nature to you have been fully paid.

If the services outlined are in accordance with your requirements and if the above terms are acceptable to you, please sign the enclosed copy of this letter and return it to us. Should you wish to discuss any aspect of this letter, please contact our office.

Signature.....Date.....

Contact Number.....E-Mail.....

List all Entities Name.....

Postal Address.....

Preferred means of contact:  
Email / Phone / Fax Please circle

Preferred time of contact: .....