

Annual Terms of Compilation Engagement For tax year ending 31 March 2021

Client Name:	
IRD Number:	

TERMS OF COMPILATION ENGAGEMENT

- I/We hereby instruct you to prepare the Financial Statements/Tax Return(s) for the year end 1 April 2020 to 31 March 2021.
- I/We accept responsibility for the accuracy and completeness of the information supplied which is to be used in the preparation of my Financial Statements/Tax Return(s).
- I/We accept responsibility for all other records and information, supplied to you and for any failure to supply all relevant records and information to you.
- I/We understand that the Financial Statements/Tax Return(s) are prepared by you for my/our use only for the purpose of determining any Income Tax liabilities, and as such Atkins & Associates Limited accepts no responsibility to any other persons for the contents of the Financial Statements. If accounts are required for any other purpose I/We will inform you of this.
- I/We do not want you to complete an audit.
- I/We do not want you to undertake a detailed review of my affairs in order to substantiate the accuracy of the information, and accept you are unable to provide assurance on the Financial Statements.
- I/We understand that a compilation engagement cannot be relied on to detect error and fraud.
- I/We give you full authority to contact any organisation, via telephone, writing or Internet access, including banks, solicitors, the Inland Revenue Department (IRD), the Accident Compensation Corporation (ACC) and all other government agencies for the purposes of obtaining information necessary to complete the Financial Statements/Tax return(s). I/We acknowledge that this information would not otherwise be available due to the Privacy Act restrictions but I/we give full authority for this statement to be used as written confirmation of my/our agreement to your obtaining from any organisation for the above-mentioned purposes.
- I/We give you full authority to access and change information from the IRD for all tax types, this may be via telephone, in writing, Internet access or info express.
- I/We give you full authority to access and change information from the ACC through ACC Online and/or directly with ACC staff.
- I/We give you full authority to represent me/us as tax agent.
- If deemed desirable I/we give full authority to Atkins & Associates Limited to sign Taxation Returns on my/our behalf.
- These terms are agreed upon in conjunction with the original engagement letter signed when I/we became clients

Signed: _____ Date: ____/____/____