



*Servicing the North
Right up to the Cape
2018*

Engagement & Notice of Authority

I _____, whose DOB is ____ / ____ / _____, and TFN(Tax File Number) is _____, engage Cape York Accounting -Westcourt to prepare and lodge my tax return and give them authority and permission to obtain the necessary information to enable them to do this from the Australian Taxation Office (ATO), Centrelink, other government agencies and financial institutions. Cape York Accounting –Westcourt will act on my behalf with any issues that I may have with the Australian Taxation Office by any means, this can be electronically, through lodgement or via the ATO Tax Agents Portal, telephone, or in writing.

Disclaimer to ATO Portal information, **we should not rely exclusively on the ATO Portal report** but use it to assist in preparing the income tax returns, as not all information is available at all times on the report.

If my fees remain unpaid beyond terms of 30 days, I agree to pay any debt collection fees incurred in debt recovery action. In addition to any interest at the market rate on all unpaid fees.

I understand that **Cape York Accounting Westcourt is not accountable or responsible if the Bank Account Details given are incorrect** and if I have checked to say that they are correct where and when they have asked me this question.

This authority is valid until further advice is given in writing.

Signature..... Date..... / /

Drivers Licence No Medicare Card No

PERSONAL DATA

Name: _____

Date Of Birth (DOB) _____ **Tax File Number (TFN)** _____

ABN _____ **GST Registered** YES / NO **BAS** MLY / QTR

Address Street: _____ **Postal:** _____

Phone: _____ Fax: _____

Mobile: _____ Other: _____

E Mail Address: _____

Would you like your refund deposited into your Bank Account? YES / NO

If yes please provide bank details Bank: _____

BSB: _____ Account Number: _____

Account Name: _____

**Liability limited by a Scheme approved under Professional Standards Legislation.
Cape York Accounting - Westcourt
A.B.N. 16 700 447 979**