**BAS Agent Engagement Letter**



**<Your name or your firm’s name/logo>**

**<Address and contact details>**

<date>

<client name>
<client address>
<client email>

Dear <client name>

**Terms of Engagement of – BAS Agent for <name of entity>**

Further to our discussions on <date>, <we are/I am> pleased to accept your appointment as your BAS Agent for the <20XX/20YY> year and beyond. This document sets out our terms of engagement. Any changes must be mutually agreed and confirmed in writing.

**Objective and Scope of Business Activity Statement (BAS) <and specify any other services to be provided> Services**

* As your BAS Agent, <we/I> will provide the following services: prepare and lodge your <insert period – eg quarterly> BAS returns
* (if relevant) analyse, discuss and make recommendations regarding your bookkeeping requirements such as <detail services to be provided>
* <insert any other services to be provided> and
* liaise with your accountant/tax agent on relevant issues.

**<Our/My> Responsibilities**

You are reminded that services are limited exclusively to those set out in this engagement letter.

Events required to be disclosed

[If there are no matters to disclose]

In accordance with the *Tax Agent Services (Code of Professional Conduct) Determination 2024* (the Determination)*,* I advise you that there are no events which have occurred within the last 5 years which require disclosure.

[If there are matters to disclose]

The Determination requires me to disclose the following events which have occurred within the last 5 years:

* <registration was suspended or terminated by the Board: provide details>
* <became an undischarged bankrupt or went into external administration: provide details>
* <any conviction relating to a serious taxation offence or an offence involving fraud or dishonesty: provide details>
* <served or was sentenced to a term of imprisonment in Australia for 6 months or more: provide details>
* <I was penalised, subject to an injunction, or was subject to an order for breaching a voluntary undertaking, for:
	+ being a promoter of a tax exploitation scheme: provide details; or
	+ implementing a scheme that has been promoted on the basis of conformity with a public ruling, private ruling or oral ruling in a way that is materially different from that described in the ruling: provide details; or
	+ promoting on the basis of conformity with a public ruling, private ruling or oral ruling a scheme that is materially different from that described in the ruling: provide details>
* <the Federal court has imposed on me a pecuniary penalty for contravening a civil penalty provision under the *Tax Agent Services Act 2009*: provide details>

The Determination also requires me to disclose whether any current conditions apply to registration: <provide details>.

TPB register and complaints process

TPB maintains a register of tax agents and BAS agents (tax practitioners) and this register can be accessed and searched at <https://www.tpb.gov.au/public-register>. TPB’s register confirms that I am a registered tax practitioner with <no conditions imposed on my registration OR subject to the following conditions: provide details>.

All complaints should be raised with <us/me> at first instance with the view that your concerns can be resolved amicably between us. In the event that your concerns cannot be satisfactorily resolved, you may wish to raise a complaint with IPA and/or the TPB:

* IPA’s complaints process can be accessed at <https://www.publicaccountants.org.au/about/complaint-investigation/complaints-about-an-ipa-member>.
* TPB’s complaints process can be accessed at <https://www.tpb.gov.au/complaints>.

Further information is contained in an Information for Clients document on TPB’s website: <https://www.tpb.gov.au/sites/default/files/2024-10/Information%20for%20clients%20factsheet.pdf>.

Please be aware that *<w*e/I*>* will not conduct an audit or review as a service to be performed for you and accordingly, no assurance will be expressed. Unless specified above as a service to be performed for you, this engagement cannot be relied upon to disclose irregularities including fraud, other illegal acts and errors that may occur. However, <we/I> will inform you of such matters if they come to <our/my> attention.

<We/I> will perform the services agreed in accordance with professional and ethical standards including APES 220 *Taxation Services*. These standards require that, in undertaking this engagement, <we/I> comply with relevant ethical requirements of APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)* and the *Tax Agent Services Act 2009*.

NOCLAR obligations

Pursuant to the Responding to Non-Compliance with Laws and Regulations (NOCLAR) requirements of APES 110, <we are/I am> required to report any non-compliance with laws and regulations or acts of omission or commission, intentional or unintentional by a client or by those charged with governance, by management or by other individuals working for or under the direction of a client which are contrary to the prevailing laws or regulations.

**<Our/my> Obligation to Comply with the Law**

<We/I> have a professional duty to act in your best interests. However, <our/my> duty to act in your best interests is subject to an overriding obligation to comply with the law, even if that may require <us/me> to act in a manner that may be contrary to your directions. For example, <we/I> cannot lodge a BAS return that <we/I*>* believe to be false in a material respect. Further, where a statement lodged with the ATO contains a false or misleading statement, the Determination requires <us/me> to, in certain circumstances, take particular actions which may include one or more of:

* advising you that the statement should be corrected;
* withdrawing from our engagement and professional relationship with you;
* notifying the ATO that <we are/I am> not reasonably satisfied that our advice to correct the statement was acted upon; or
* taking further action in the public interest.

**Use of Consumer Data Right Data** (optional)

<We/I> acknowledge that you may consent for an Accredited Data Recipient under the Consumer Data Right (CDR) to disclose your CDR data to <us/me>. <We/I> confirm that for this purpose you may nominate <firm’s name/me> as your Trusted Adviser and that as your trusted adviser, <we/I> will only access the data necessary to provide the services in this engagement letter.

**Your Rights and Obligations Under the Taxation Laws**

Taxpayers have certain rights under taxation laws, including the right to seek a private ruling from the Australian Taxation Office (ATO) or to appeal or object against a decision made by the Commissioner. Taxpayers also have certain obligations under Australian taxation laws, such as the obligation to keep proper records and the obligation to lodge returns by the due date. <We/I*>* must keep you informed of any specific rights and obligations that may arise under Australian taxation laws. Further, <we/I> must keep you informed of my rights, responsibilities and obligations as a tax practitioner.

Further information is contained in an Information for Clients document on TPB’s website: <https://www.tpb.gov.au/sites/default/files/2024-10/Information%20for%20clients%20factsheet.pdf>.

Business Activity Statements

This engagement is for the preparation of your BASs <including preparing financial and other statements as requested>. Accordingly, the <insert period – eg quarterly> BAS will be based upon the financial information provided by you without review of primary source documents. In doing so, it is assumed that the financial information provided is accurate, that the financial information correctly states the Goods and Services Tax (GST) position; for example that all input tax credits and GST payable amounts have been correctly recorded; that you have supporting documentation to satisfy the ATO for GST audit purposes; and that you hold valid tax invoices and adjustment notes for all expenditure incurred and for which an input tax credit is being claimed. <It is possible that, when the financial statements are prepared, discrepancies are noted between the information disclosed in <insert period – eg quarterly> BAS returns and the annual financial statements. Any corrections required will be documented at this time.>

Before documentation is lodged on your behalf, drafts will be forwarded for your approval. You are responsible for checking documentation before lodgment to ensure accuracy. Documentation will be lodged with ATO by the due date(s), provided all information and documentation is received by the agreed due date(s). If you are late in providing information, best efforts will be made to meet lodgment due dates. However, no responsibility will be accepted for any late lodgment penalties incurred.

**Your Disclosure and Record-keeping Obligations**

You are required by law to keep full and accurate records relating to your tax affairs. It is your obligation to provide <us/me*>* with all information that is reasonably expected as necessary to allow <us/me*>* to perform work contemplated under this engagement within a timely manner or as requested. This includes providing accurate and complete responses to questions asked. Inaccurate, incomplete or late information could have a material effect on services and/or conclusions reached.

<We/I> need not verify the underlying accuracy or completeness of information from you if it appears reasonable. However, if <we/I> believe information is missing, incorrect or misleading, <we/I> will need to seek further assurance from you.

The *Taxation Administration Act 1953* contains specific provisions that may provide you with “safe harbour” from administrative penalties for incorrect or late lodgment of returns. These safe harbour provisions will only be available to you if, amongst other things, you provide “all relevant taxation information” to <us/me*>* in a timely manner. Accordingly, it is to your advantage that all relevant information is disclosed to <us/me*>*, as any failure by you to provide this information may affect your ability to rely on the “safe harbour” provisions and will be taken into account in determining your liability to an administrative penalty. It is your responsibility to show that you have brought all matters to <our/my> attention if you want to take advantage of this legislative safe harbour.

**Previous Returns**

It is noted that <we are/I am> not engaged to review the accuracy of previous BAS returns lodged by you or another tax practitioner. You have warranted that reliance can be placed on the financial statements and other financial records presented by you for this purpose.

**Engagement Outputs**

<Describe the engagement outputs, including timeframes (where relevant)>

There is no assumption of responsibility for any reliance on <our/my> <describe engagement output> by any person or entity other than you and those parties indicated in the <describe engagement output>. The <describe engagement output> shall not be inferred or used for any purpose other than for which it was specifically prepared. Accordingly, our <describe engagement output> may include a disclaimer to this effect.

**Engagement Period**

The engagement period commences on <the date you acknowledge and confirm acceptance of our terms of engagement> and will continue until <insert date OR completion of the scope of BAS services for the 20XX-YY financial year OR revoked by you/us/me>.

## Professional Fees and Payments

All professional fees for the services provided will be based on the time and skill required to complete the tasks, including out of pocket expenses and statutory charges.

<Our/my> professional fees are (subject to written notification of changes):

BAS Agent $ <amount> per hour

<Bookkeeper $ <amount> per hour>

<Secretarial $ <amount> per hour>

<Administrative $ <amount> per hour>

For work undertaken for a period of less than an hour, the rate shall be charged in 6-minute blocks or part thereof. All professional fees are GST inclusive.

[OR FOR SET FEE]

<We/I> charge a set fee of $ <XXX> per month GST inclusive for this service.

**Estimated Fee**

Fees are based on reasonable estimates and the actual cost may vary. It is not always possible to provide an accurate estimate of the total cost, which may change due to unforeseeable problems and delays, the cooperation of third parties and deficiencies in documentation. If costs are likely to be significantly higher than originally estimated, <we/I> will provide an additional letter of engagement setting out the reasons for any likely increase.

The estimated fee for the services agreed is $<XXX>, GST inclusive.

# Terms of Payment

Unless other terms have been agreed to, <our/my> terms are strictly 14 days from the date of invoice. <We/I> will provide an itemised account of professional fees, costs and disbursements upon request. If you do not pay your account by that date, <we/I> reserve the right to use a debt collection agency or any other legal means to recover any outstanding fees.

**Ownership of Documents**

The final documents which <we are/I am> specifically engaged to prepare, together with any other original documents given to <us/me>, shall remain your property. Documents brought into existence by <us/me> including <specify nature of documents and working papers>, remain <our/my> property at all times. However, <we/I> will provide you with copies of any documents you require from time to time.

**Lien over Documents** (optional)

[Further guidance: refer "Lien over Client Documents” under Practice Management Tools on IPA's website: <https://www.publicaccountants.org.au/resources/templates>]

If permitted by law, <we/I> may exercise a lien over all materials or records in <our/my> possession to all engagements for you until all outstanding fees and disbursements are paid in full.

**Quality Review**

As a member of the Institute of Public Accountants (IPA), <we are/I am> subject to the IPA’s Quality Review Program (QRP) mandated by the International Federation of Accountants (IFAC). QRP reviews assess member compliance with the professional and ethical standards and by accepting our engagement you acknowledge that, if requested by IPA, files relating to this engagement may be made available for QRP review. Unless otherwise advised, you are consenting to your files being part of a QRP review.

**Professional Standards Scheme**

As a member of the IPA, <we are/I am> part of the IPA Professional Standards Scheme and <our/my> liability is limited by a Scheme approved under Professional Standards Legislation. For more information on the IPA Professional Standards Scheme or Professional Standards Schemes generally, please refer to: [www.psc.gov.au](http://www.psc.gov.au).

**Privacy**

<We/I> understand the importance of protecting the privacy of your personal information. In handling personal information, <we/I*>* comply with the *Privacy Act 1988* (Cth) (Privacy Act), as amended from time to time, and with the 13 Australian Privacy Principles in the Privacy Act and other applicable privacy-related legislation.

<We/I> collect, use, disclose and store your personal information in accordance with <our/my> privacy policy, a copy of which can be found on <our/my> website or otherwise made available to you upon request.

<We/I> may collect your personal information directly from you or your authorised representatives, from third parties where you have provided your consent, or where the collection of your personal information is permitted by law.

The types of personal information <we/I> collect includes <amend list to accurately reflect the personal information that is collected> general identification information such as names, occupation, and date of birth, contact details such as address, email address, and mobile phone number, government-issued identification numbers such as tax file numbers, financial information, and information regarding your superannuation and/or insurance arrangements.

Generally, <we/I> collect, use and disclose your personal information for the purposes of providing you with <description of services> services.

If you do not provide your personal information to <us/me>, this may affect <our/my> ability to assist you.

<We/I> may also use your personal information for the purpose of providing marketing information to you. Please let <us/me>know if you do not want this information to be sent to you.

To provide <our/my> <description of services> services, <we/I> may disclose your information to third parties engaged to perform administrative or other business management services. <insert if the optional Third Party Involvement clause below is being used, otherwise delete:> We may also disclose your personal information to third parties engaged to undertake specific processes, functions or activities and/or provide services for <us/me>.

Any disclosure is always on a confidential basis. <We/I> may also disclose your personal information if required or authorised by law.

<insert if personal information may be disclosed overseas, otherwise delete:> <We/I> may disclose personal information to overseas recipients in order to provide necessary <description of services> and for administrative or other business management purposes. Before disclosing any personal information to an overseas recipient, <we/I> take steps reasonable in the circumstances to ensure the overseas recipient complies with the Australian Privacy Principles or is bound by a substantially similar privacy scheme unless you consent to the overseas disclosure or it is otherwise required or permitted by law.

If you would like to access, or seek correction of, the personal information <we/I> collect and hold about you, or otherwise enquire or complain about our approach to privacy, please contact <our/my> privacy compliance officer on <telephone number> or at <email address>. <Our/my> privacy policy contains further information about these processes.

**Third Party Involvement** (optional)

At times <we/I> may outsource some of <our/my> work which involves <us/me> entering into an agreement with a third party to provide specific processes, functions, services or activities for <us/me>. If <we/I> decide to do this as part of performing the services for you, <we/I> will contact you first to seek your approval to engage other parties.

[Include the following paragraph only if you have outsourcing arrangements relevant to the client]

<We/I> have outsourcing arrangements with <insert name of third party> in <insert location of third party> whom <we/I> engage from time to time to assist <us/me>. The nature and extent of the service <we/I> utilise are <insert relevant activities>.

[Include the following paragraph only if you use cloud computing services relevant to the client]

In providing our services to you, <we/I> utilise cloud computing systems provided by <insert name of provider> which is based in <insert location of provider>. <Insert details of how confidential information of clients are stored – this could be by way of reference to a separate document or information on your website.>

This engagement is a contract between you and <firm name/me>, and you agree that none of the third parties <we/I> use will have any liability to you and you will not bring any claim or proceedings of any nature in connection with this engagement against any third party that <we/I> may use to provide the services. This exclusion will not apply to any liability, claim or proceeding founded on an allegation of fraud or other liability that cannot be excluded under law.

Please contact <us/me> if you have any queries about this engagement. Please sign and return the confirmation of acceptance of this engagement.

<We/I> thank you for the opportunity to provide BAS <and specify any other services> services to you and your business.

Yours faithfully

<Signature and detail panel with name and address of Principal>

**Client Acknowledgement and Confirmation**

<We/I> <Mr/Ms> <name>, as <Managing Director/Manager/Trustee/Partner> of <name of entity and address of entity>, hereby acknowledge and accept the terms of this engagement provided to us. We also undertake that we have the capacity to make this engagement (if on behalf of an entity).

<We/I> also agree that <we/I> shall be personally liable for all fees for services performed in accordance with these terms of engagement.

Signed……………………………………..……………….

Print Name……………………………………….……….

Date…………………………………………….………….

Signed……………………………………………….…….

Print Name………………………………………..………

Date………………………………………………….…….