



# Ray Accounting Group

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«date»

«altname»

«address1»

«address2»

«address3»

«address4»

## Engagement Letter for Preparation of Individual Income Tax Return

Dear «firstname»

Thank you for engaging Ray Accounting Group to assist you with the preparation and lodgement of your Individual Income Tax Return (ITR) for the 2025 financial year. This letter sets out our understanding of the terms of our engagement and the services we will provide.

### Scope of Services

We will prepare and lodge your Individual Income Tax Return based on the information provided by you. Our services include:

- Reviewing the information supplied to ensure it appears complete and consistent.
- Preparing the ITR in accordance with Australian tax laws.
- Lodging the ITR with the Australian Taxation Office (ATO).
- Advising you of your tax position, including any refund or amount payable.

Please note, we are not engaged to conduct an audit, nor will we independently verify the information you provide.

### Your Responsibilities

- Provide all relevant and accurate information necessary for the preparation of your ITR in a timely manner.
- Retain all original documents for a minimum of five years, as required by the ATO.
- Review the completed return and inform us of any discrepancies or omissions before lodgment.

Any ABN income and Foreign income to be reported to us and discuss further on the same in detailed manner to understand the nature of work.

### Outsourcing of Work

In some cases, we may engage external contractors or service providers, including those based overseas, to assist us in the preparation of your tax return. We are currently using outsourcing providers based in Bangalore, India. All outsourced work will be conducted under strict confidentiality agreements and in accordance with our professional and ethical obligations.

If you have any concerns regarding the outsourcing of your information, please let us know immediately so we can discuss alternative arrangements.

### CPA Australia Quality Review

As a member of CPA Australia, our practice is subject to periodic quality assurance reviews by CPA Australia to ensure we maintain high professional standards. By engaging us, you acknowledge that your files may be selected for review as part of this process. Any information reviewed will remain confidential.

**Liability limited by a scheme approved under Professional Standards Legislation**

**Ray Accounting Group | ABN: 24 963 598 764 | Vijay Dantu, CPA**

## Fees

Our fee for this service will be \$88 (inclusive of GST). Should any additional work be required outside the scope above (e.g. assistance with ATO queries or amendments, liaison with the ATO about payment plans, Div 293 tax discussion, cancelling or registration of GST, other CGT discussions etc), we will discuss any extra costs with you in advance.

General fee schedule attached below as a sample (may vary depending on your exact situation), Additional services (e.g., rental schedules, sole trader income, capital gains) will be quoted and agreed upon separately prior to commencement upon full details are provided by you and initial review is done by us.

## Confidentiality

We will maintain the confidentiality of all information provided by you and will not disclose any information to third parties without your consent, unless required by law.

## Confirmation of Terms

Please sign and return a copy of this letter to confirm your acceptance of these terms.

If you have any questions about this engagement, please do not hesitate to contact me.

We appreciate the opportunity to assist you and look forward to working with you.

Yours sincerely,



Vijaya Dantu  
Tax Agent  
Ray Accounting Group

## Client Acknowledgement

I, «firstname» confirm that I understand and accept the terms of this engagement, including the use of outsourcing providers based in Bangalore, India, as described above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Description	Base Fee (AUD)	Extra Charges
Basic individual return – salary, interest & work-related expenses	\$88.00	Work related expenses schedule due to high claims \$10 extra.
Salary return + rental property	\$88.00	\$42 for the first property, plus \$50 for each additional property
Business-only return	\$110.00	Additional charges may apply depending on the time required
Business-only return (with GST)	\$165.00	Additional charges may apply depending on the time required
Capital gain (CG) + salary – CG working	\$88.00	From \$20 to \$150, depending on complexity and time required (sale of shares, cryptos, property, etc.)
Salary + foreign income	\$88.00	From \$25 (may vary based on processing time); foreign property sale +\$75
Others	\$88	\$10 extra (to be discussed)
Consultations	\$220	Hourly charge.