Preparation and Lodgment of your Income Tax Return

At McKern and Associates we understand the importance of working with our clients to fulfill their taxation requirements in a timely manner and endeavour to complete your accounting and taxation work in the shortest time frame possible. We anticipate that it should take no longer than six weeks from the time we receive your source data to having completed income tax returns for you to sign ready for lodgment. Unforeseen circumstances from time to time do prevent us from preparing tax returns within this time frame however we will inform you if we anticipate any delays. We will do our best to have your compliance work completed as soon as possible.

Upon receipt, we will review the documents provided and contact you if we have any questions or require any further information.

When we have completed an individual client's income tax return and it is ready for signing, our office will be in contact with the client as soon as possible to either:

- mail out your tax return for signing together with your taxation records for your retention or
- arrange a suitable time for signing and collection of your records at our Burleigh or South Tweed office
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When we receive the signed tax return we will lodge the return with the Australian Taxation Office. The Tax Office usually takes 2 to 3 weeks to assess your tax return and send us your Notice of Assessment. As soon as we receive your Notice of Assessment, we will mail this together with your refund cheque or payment slip, whichever is applicable to your circumstances.

If you have signed the letter which accompanies your income tax return to authorise us to deduct your accounting fees from your refund cheque, we will automatically deduct the accounting fees and write a cheque made payable to you for the balance of your tax refund and forward this cheque to you.

Client Agreements

It is now a requirement of the Institute of Chartered Accountants that we ask our clients to sign an engagement document or client agreement. This agreement explains the purpose and terms of the engagement, hourly charge out rates of our team members and the accounting fees we anticipate charging for your accounting work. We will forward the agreement to you for signing prior to commencing your work. Please read it carefully, sign where indicated and return to our office to enable us to commence any accounting or taxation work for you.

If we require any additional information from you to complete your income tax returns, accounting work or any other matters you will be contacted personally by one of our helpful team members.

If you have any questions or require any further information please feel free to contact your Client Manager and they will be happy to assist you.

McKERN & ASSOCIATES CHARTERED ACCOUNTANTS

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