

Authorisation Form

For the Financial Year ended 31 of March 2017

To enable our office to complete your Annual Accounts, Financial Statements and Taxation Returns, please sign and return this form. We will not be able to complete the accounts until we receive this form signed and completed from you.

Under the Privacy Act, 1993, your authorisation is required by relevant Banks, the Inland Revenue Department, ACC and other Institutions to enable them to release information to me which is required for your Annual Accounts and Tax Returns. It is important that you supply all relevant information and data relating to your tax return.

Accordingly, please sign the declaration below confirming the records supplied by you, and providing authorisation to the relevant institutions to release information to this office.

Yours faithfully

Kelly Tutbury
Managing Director

Authorisation Section

PLEASE – READ, SIGN and return with your completed questionnaires and supporting documentation – receipts and bank statements to Tutbury & Associates Limited.

I/We certify that the information provided is correct and the terms and conditions in our original Engagement letter are still applicable. I/We instruct you to link our tax matters to your Inland Revenue Tax Agency List for all tax types.

I/We authorise my/our Bankers, Inland Revenue, ACC, Income support and any other institution to supply you with any additional information which you may require to complete my/our financial statements and taxation returns.

I/We understand we will be invoiced based on costs and time spent on my/our behalf and that I/ We undertake to pay the account by the due date on the invoice. In default of such prompt payment, I/We undertake to pay interest on the outstanding amount at the rate of five (5) percent per month and to indemnify you and pay collection costs plus all other costs and expenses on a solicitor/client basis which you may incur in recovering from me/us any overdue account. I/We also understand you will withhold our records and filing of tax returns if my/our account remains unpaid.

Print Name: _____

Print Name: _____

Signature: _____

Signature: _____

Dated: _____

Dated: _____

Signed on behalf of the following entities:


Entity Name: _____

IRD Number: _____

Entity Name: _____

IRD Number: _____

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