

# STANDARD TERMS & CONDITIONS OF ENGAGEMENT OF Kiwi Financial Services Limited as a Tax Agent

## 1. AUTHORITY TO OBTAIN INFORMATION FROM THE INLAND REVENUE DEPARTMENT

I give authority to Kiwi Financial Services Limited to be my Tax Agent (to the exclusion of my current tax agent - if any) in order to obtain information from the Inland Revenue Department (IRD), electronically or otherwise.

## 2. FEES

I agree to pay to Kiwi Financial Services, as a tax refund preparation fee, a sum equivalent to 12%\* (minimum \$10, maximum \$300) of each tax refund paid from a Personal Tax summary (PTS) successfully lodged by the company, on my behalf. Specifically:

- a. If I proceed to apply for any refund through Kiwi Financial Services, I will pay Kiwi Financial Services a filing fee of 12% of the refund amount due to a maximum of \$300 per refund, with a minimum fee of \$10 per refund; and
- b. If I proceed to apply for a refund myself or through a third party, I will pay Kiwi Financial Services a fee of 12% of the refund to a maximum of \$300 per refund, with a minimum fee of \$10 per refund.

\*A separate fee structure would be negotiated between the parties for clients with other sources of income.

## 3. RECEIPT AND PAYMENT OF TAX REFUNDS

In respect of any tax refunds due to me, I give the following authorities:

- a. For Kiwi Financial Services to receive all refunds due to me on my behalf and deposit them into the Kiwi Financial Services Client account;
- b. For Kiwi Financial Services to debit, from each and any refund, the 12% tax refund preparation fee as set out above; and
- c. For Kiwi Financial Services Ltd to pay the net balance of all refunds to me, either by direct credit into my bank account, or by cheque as per postal address supplied with the filing authorisation.

## 4. TIMEFRAME

I accept that the timeframe for processing applications are indicative only.

### DISCLAIMER BY KIWI FINANCIAL SERVICES LTD

Kiwi Financial Services Ltd has relied upon the information submitted by the taxpayer and provided to it by the Inland Revenue Department. Kiwi Financial Services Ltd does not accept any responsibility for the accuracy of the material from which any returns have been prepared.

We have not audited or reviewed the information you have provided, therefore neither we nor any of our employees, associates or agents accept any responsibility for the accuracy of the information from which any Personal Tax Summaries or Tax Returns have been prepared. All Personal Tax Summaries and Tax Returns have been prepared at the request of, and for the sole benefit of our customer only. Kiwi Refund, Kiwi Financial Services Ltd, its employees and agents do not accept any responsibility on any ground whatsoever, including liability in negligence, to any other person.

Note: All fees are inclusive of G.S.T

### PRIVACY ACT 1993

Information the company obtains in the course of this engagement is subject to confidentiality requirements, in addition to obligations under the Privacy Act 1993. Kiwi Financial Services Ltd will not disclose that information to other parties without your express consent, except as required by law.

**Kiwi Financial Services Ltd, PO Box 13-406, Johnsonville, Wellington 6440, New Zealand**