



P O Box 27-051
Shirley
Christchurch
Ph: (03) 382-3470
or (03) 314-9480

**AUTHORITY TO PREPARE FINANCIAL ACCOUNTS AND
TAXATION RETURNS**

I hereby instruct you, Karla Kilner Trading as A-Plus Accounting, and staff and or contractors (if applicable) to prepare my/our financial accounts, income tax returns, and other taxation matters as arranged.

Authority to act is given to Karla Kilner Trading as A-Plus Accounting, and staff and contractors (if applicable) and this includes obtaining information from Inland Revenue about ALL tax types, excluding Child Support through all Inland Revenue media and communication channels.

I acknowledge that: I am responsible to supply all information to prepare my financial accounts and taxation returns and will be responsible for the accuracy and completeness of such information.

For terminal tax I may have to pay tax on 7th February and 7th April and for income tax, I may have tax to pay on 28th August, 15th January and 7th May and if I have not been advised of such payments by the 4th of the month in which the tax is due, it will be my responsibility to contact you to ascertain if any tax is payable.

Name:

Position:

IRD#:.....

Signed:

Date:

Current Address:

.....

..... Post Code

Phone:

Email: