

## Debit and Credit

Business Accounts & Tax Ltd

# Authority to Act

Accountant and Tax Agent Authority Form

Please complete and sign this form so Business Accounts & Tax Ltd can act on your behalf for authorised accounting and tax matters. Contact us if you are unsure how to complete any section.

## Client Details

<b>Client / business name</b>	
<b>IRD number / NZBN</b>	
<b>Contact person</b>	
<b>Phone</b>	
<b>Email</b>	
<b>Physical address</b>	
<b>Postal address</b>	

## Authority Given

- Act as my/our tax agent and accountant.
- Communicate with Inland Revenue regarding relevant tax types.
- Request or confirm tax information required for accounting and tax work.
- Prepare and file returns where authorised.
- Communicate with ACC, banks, solicitors, mortgage brokers or other relevant parties where required.
- Access relevant accounting or cloud software such as Xero, MYOB or Dropbox where authorised.

## Scope of Authority

<b>Tax types / matters authorised</b>	
<b>Periods or years covered</b>	
<b>Notes or limits on authority</b>	

## Declaration and Signature

I/we confirm that the information provided is correct and authorise Business Accounts & Tax Ltd to act on my/our behalf for the matters listed above.

<b>Client signature</b>		<b>Date</b>	
<b>Name and capacity</b>		<b>Second signature, if required</b>	

**Business Accounts & Tax Ltd**

Unit G / 150 Harris Road, East Tamaki, Auckland 2013

Phone: 09 276 5650 | Mobile: 021 255 9893 | Email: info@debitandcredit.nz

NZBN: 9429038105524