|  |
| --- |
| **TERMINATION OF AGREEMENT BETWEEN \*YOUR NAME/YOUR BUSINESS\* AND \*CLIENT NAME\***  **Business name:**  **Authorised contact: Address:**  **Contact number:**  **Email: ABN:**  Dear X  **Re: Termination of services as registered BAS agent for *\*you/your business name\****  *\*I have/My Company or Partnership has\** been engaged since [insert date] to provide BAS services to *\*you/your business name\*.* Further to our discussions, this letter confirms cessation of this engagement.  [Insert reason for cessation of services – examples below]  \*Due to changing factors in the *\*industry/my business\* \*I am/we are\** unable to continue to provide you with bookkeeping services. [Add details or discussions here].  \*Due to the changes in your business, *\*I/we\** can no longer provide you with the support you need. *\*I/We\** recommend [details here, for example, engage a full-time employee bookkeeper].  \*As discussed at our meeting on [date], *\*I/we\** believe it is in our mutual interest that we cease our engagement for bookkeeping services. [Insert details if relevant, for example, ongoing failure to provide information or documents to allow *\*me/us\** to provide professional services].  *\*I/We\** understand that you have decided to move your bookkeeping services to your tax agent.  **Documents**  *\*You/Your business\** acknowledges that all original documents held by *\*me/us\** have been returned to you. *\*You/Your business\** also acknowledges that you have received copies of all activity statements and other reports or statements prepared by \*me/us\*.  *\*If you have a right of lien over client’s documents insert relevant information her regarding exercising that right.*  **ATO Authority**  *\*I/We\** confirm that *\*You/Your business name\** will be removed from my BAS agent access via ATO online agent services and that *\*I/we\** will no longer represent you in dealings with the ATO or any other government department.  **Software Access**  Your software subscription has been transferred to [name of new subscriber].  Once the subscription transfer is completed, please remove *\*me/us – list names of staff members\** from your software access immediately.  **Work Completed (examples below)**  \*I/We\* confirm the following work has been completed in your accounting software:  Reconciliations completed [insert details of accounts and dates].  Lodgments: [insert details of last lodgement].  Payroll: [insert details of last pay run, last superannuation processed, payroll tax, any other relevant details].  Accounts payable correct at [date].  Accounts receivable correct at [date].  **Work Not Completed (examples below)**  *\*I/We\** confirm the following work has not been completed in your accounting software at the time of ceasing this engagement. This work will need to be completed by the bookkeeper or accountant taking over these duties for your business.  Petty cash – awaiting information and receipts since [date].  Online payment accounts – not reconciled – await statements since [date].  End of year reports 20XX – await advice from tax agent for end of year adjustments.  Property purchase – transaction not complete – await property documents with details of purchase.  **Payment of Services**  *\*I/We\** confirm with thanks that all monies owed to *\*me/us\** have been paid and no further payment is due.  OR  Please pay your final account for work performed to date by the due date of [date] as per the terms of our engagement letter. *\*I/We\** enclose a copy of the final invoice.  In the event that *\*you/your business\** is audited in future by the Australian Taxation Office, the Fair Work Ombudsman or the State Revenue Office [insert any other relevant department], *\*you/your business\** agrees to pay *\*my/our fees\** for time spent providing information to the relevant authority or department.  *\*If relevant depending on the reason for ceasing services – It has been a pleasure working with you and if we can be of assistance in the future please do not hesitate to contact \*me/us\* again.*  Yours faithfully,    **Signature**: *\*Your name\**  **Date:**  **BAS agent number:**  **AAT member number:** |

***\*Business name\** Acceptance of Agreement**

**Authorised Contact Signature**: *\*Client name\**

**Date:**