

ACCOUNTANTS AND TAXATION ADVISORS

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**JSA OFFICES**

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RE: 2021 INCOME TAX RETURN

At JSA Accounting & Tax we would like to thank you for your support and the opportunity to be of service. We value your business and look forward to our ongoing relationship assisting you with your Accounting and Taxation requirements.

To assist in getting organised for lodgement of your 2021 Income Tax Return we enclose the following:

- A checklist to assist you in gathering your documents (note that not everything detailed on the checklist will be applicable to everyone);
- Client detail form, to ensure we have your most up to date details; and

As we have moved to a more streamlined and environmentally sustainable process your email address will be used to send your Income Tax Return for your review and signature.

Your fees will be dependent on your individual tax circumstances, the complexity of income and deductions, and the time required to meet the ATO's reporting regulations.

For your action

- Complete the attached acknowledgement form, client detail form and checklist and return via email to our office with your tax information at accounting@jsagroup.com.au.

Alternatively, you can contact our office at Charlestown (02 4908 0999) or Boolaroo (02 4958 2211) to make an appointment.

If you have any questions in relation to this, please contact our office.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'R Horton', written over a light blue horizontal line.

Rhiannon Horton
Practice Manager