[Insert DD Month YYYY]

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[Insert Client Name]

[Insert Client Position]

[Insert Company Name]

[Insert Client Address]

[Suburb Post Code]

Dear [Insert Client Name]

**Re: Inland Revenue Notice of Assessment**

We hereby enclose your Notice of Assessment that has been received from Inland Revenue as a result of the lodgement of your Income Tax Return for the year ended [insert balance date].

This Notice of Assessment has resulted in an amount payable of $[insert amount], which is due and payable by [insert payment due date]. This includes use of money interest (**UOMI**) of $[insert UOMI amount] calculated to [insert date]. Please note that UOMI of $[insert amount] is accruing daily until the terminal tax liability is paid. A payment slip is enclosed for your use or alternatively, please make electronic payment using the following details:

Bank: Westpac

Account Number: 03 0049 0001100 27

Account Name: INLAND REVENUE DEPT

Particulars of Payment: [Insert Client’s IRD number]

Payee Code: [Insert Relevant Code and Standard Balance Date]

[OR]

This Notice of Assessment has resulted in a refund amount of $[insert amount] [OR] The refund amount has been paid directly into your nominated bank account. [OR] We do not appear to have a bank account on file and no bank account has been recorded with Inland Revenue. Please advise your bank account details and we will arrange for Inland Revenue’s records to be updated. Inland Revenue no longer issue refunds via cheque (unless there are exceptional circumstances).

[OR]

This Notice of Assessment indicates that no tax is payable, nor refundable.

The Notice of Assessment is in accordance with the amended Income Tax Return, which was recently lodged on your behalf. [If there is a difference, this will need to be explained here].

If you have further queries on any details contained in this letter or on any other matter, please feel free to contact us on [insert telephone number].

Yours sincerely

[Insert Name and Title]

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| Encl. |