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Information Sheet 8/03/2013

### **Changing Your Accountant**

If you have moved to the Marlborough area and would like to change your accountant you need to

- Find a new accountant and meet with them to ensure you are happy to work with them.
- Notify your old accountant that you are transferring to the new accountant and give authority for your old accountant to supply information to your new accountant.

Your new accountants will

- Confirm to you that they can act for you.
- Contact your old accountant to confirm that there is no professional reason why they should not act for you and to request information from your old accountant.

Once the information has been received from your old accountant there will be some authorisation forms to fill in and that is all that is required.

