

# QUARTERLY TAX COMPLIANCE RETAINER AGREEMENT

This Quarterly Tax Compliance Retainer Agreement (the "Agreement") is entered into and made effective as of \_\_\_\_\_, by and between:

**Service Provider:**

\_\_\_\_\_  
Address: \_\_\_\_\_

**Client:**

\_\_\_\_\_  
Address: \_\_\_\_\_

**1. SCOPE OF SERVICES**

---

The Service Provider shall provide quarterly tax compliance and advisory services to the Client, which shall include the following:

1. Review of quarterly financial records, general ledgers, and transactions.
2. Preparation and filing of quarterly federal, state, and local estimated tax payments.
3. Preparation and filing of quarterly sales and use tax returns (if applicable).
4. Preparation and filing of quarterly payroll tax returns (if applicable).
5. Quarterly tax planning and consultation sessions, not to exceed \_\_\_\_\_ hours per quarter.

**2. RETAINER AND FEES**

---

In consideration for the services described herein, the Client agrees to pay a recurring quarterly retainer fee of \$ \_\_\_\_\_.

The retainer fee is due and payable in advance on or before the \_\_\_\_\_ day of the first month of each calendar quarter (January, April, July, and October).

Any services requested by the Client that fall outside the scope of Section 1 of this Agreement will be billed at an additional hourly rate of \$ \_\_\_\_\_ per hour, subject to prior written approval by the Client.

**3. CLIENT RESPONSIBILITIES AND DOCUMENTATION**

---

The Client shall provide all necessary financial records, receipts, invoices, statements, and other documentation required for tax preparation no later than the \_\_\_\_\_ day following the end of each calendar quarter. The Service Provider shall not be held liable for tax penalties, interest, or missed deadlines resulting from late or incomplete information provided by the Client.

**4. TERM AND TERMINATION**

---

This Agreement shall commence on the effective date and shall continue on a quarter-to-quarter basis. Either party may terminate this Agreement at any time, with or without cause, by providing \_\_\_\_\_ days' prior written notice to the other party.

**5. CONFIDENTIALITY**

---

The Service Provider agrees to keep all financial and personal information of the Client strictly confidential and shall not disclose such information to any third party without the Client's prior written consent, except as required by law.

**6. GOVERNING LAW**

---

This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of \_\_\_\_\_.

IN WITNESS WHEREOF, the parties hereto have executed this Quarterly Tax Compliance Retainer Agreement as of the date first written above.

**SERVICE PROVIDER:**

**CLIENT:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date