

QUARTERLY TAX COMPLIANCE RETAINER AGREEMENT

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

Service Provider: _____, with a principal place of business at _____ (hereinafter referred to as the "Tax Professional"),

and

Client: _____, with a principal place of business/residence at _____ (hereinafter referred to as the "Client").

1. SCOPE OF SERVICES

The Tax Professional agrees to provide the following professional tax compliance and filing services to the Client on a quarterly basis (the "Services"):

1. Review of quarterly financial records, profit and loss statements, and balance sheets provided by the Client.
2. Calculation and preparation of quarterly estimated federal, state, and local income tax liabilities.
3. Preparation and timely electronic filing of quarterly estimated tax vouchers (e.g., Form 1040-ES, Form 1120-W, or applicable state equivalents).
4. Quarterly sales and use tax return preparation and filing, if applicable.
5. Up to _____ hours of tax consultation and planning per calendar quarter.

2. RETAINER AND FEES

In consideration for the Services, the Client agrees to pay fees in accordance with the following terms:

1. **Quarterly Retainer Fee:** The Client shall pay a recurring quarterly retainer fee of \$ _____.
2. **Payment Schedule:** The quarterly retainer fee is due in advance on or before the _____ day of the first month of each calendar quarter (January 1, April 1, July 1, and October 1).
3. **Additional Services:** Any tax services requested by the Client outside the scope of Section 1 of this Agreement will be billed at an hourly rate of \$ _____ per hour, subject to prior written authorization by the Client.

3. CLIENT RESPONSIBILITIES

The Client acknowledges and agrees to:

1. Provide complete, accurate, and organized financial records, receipts, and invoices no later than the _____ day following the end of each calendar quarter.
2. Ensure the accuracy of all financial disclosures, bookkeeping entries, and data points provided to the Tax Professional.
3. Promptly review, sign, and return all tax filings and authorization forms submitted by the Tax Professional to ensure timely electronic filing.

4. TERM AND TERMINATION

This Agreement shall commence on the Effective Date and shall remain in effect on a quarter-to-quarter basis. Either party may terminate this Agreement at any time, with or without cause, by providing _____ days written notice to the other party. Upon termination, the Client shall pay for all services rendered up to the date of termination, and the Tax Professional shall return all original client records.

5. LIMITATION OF LIABILITY

The Tax Professional shall perform all Services in accordance with professional standards. The Tax Professional is not responsible for any penalties, interest, or additional taxes assessed by tax authorities resulting from inaccurate, incomplete, or late financial information provided by the Client, or from the Client's failure to fund tax payments timely.

6. CONFIDENTIALITY

Both parties agree to keep all financial and personal information disclosed during the term of this Agreement strictly confidential and shall not disclose such information to any third party without express written consent, except as required by law.

7. GOVERNING LAW

This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of _____, without regard to its conflict of laws principles.

IN WITNESS WHEREOF, the parties hereto have executed this Quarterly Tax Compliance Retainer Agreement as of the Effective Date.

TAX PROFESSIONAL:

CLIENT:

(Signature)

(Signature)

(Printed Name)

(Printed Name)

(Title)

(Title, if applicable)

(Date)

(Date)