

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: _____, with a principal place of business at _____ ("Provider"), and

Client: _____, with a principal address at _____ ("Client").

1. SCOPE OF SERVICES

Provider agrees to perform recurring quarterly tax compliance services for Client, which shall include the following:

- Review of quarterly financial records and bookkeeping entries provided by Client.
- Calculation and preparation of estimated quarterly federal, state, and local income tax liabilities.
- Preparation and electronic filing of quarterly estimated tax vouchers and returns (Form 1040-ES, Form 1120-W, or applicable state equivalents).
- Quarterly sales and use tax filing and reconciliation (if applicable).
- Up to _____ hours of tax consultation and planning per fiscal quarter.

2. TERM AND TERMINATION

This Agreement shall commence on the effective date written above and shall continue on a quarterly basis. Either party may terminate this Agreement at any time, with or without cause, by providing _____ days written notice to the other party prior to the start of the next calendar quarter.

3. RETAINER FEES AND PAYMENT TERMS

In consideration for the services rendered under this Agreement, Client agrees to pay Provider according to the following terms:

- Quarterly Retainer Fee:** Client shall pay a recurring fee of \$ _____ per calendar quarter.
- Payment Schedule:** The quarterly retainer fee is due in advance on or before the _____ day of the first month of each quarter (January 1, April 1, July 1, and October 1).
- Additional Services:** Any tax preparation, planning, or audit representation services requested by Client outside the Scope of Services defined in Section 1 will be billed at an hourly rate of \$ _____ per hour.

4. CLIENT RESPONSIBILITIES AND OBLIGATIONS

Client agrees to provide Provider with all necessary financial records, bank statements, receipts, and invoices required to complete the quarterly filings. All requested documentation must be delivered to Provider no later than the _____ day following the end of each calendar quarter. Provider is not responsible for penalties, interest, or late fees incurred due to Client's failure to provide accurate and timely information.

5. CONFIDENTIALITY

Both parties agree to maintain the strict confidentiality of all proprietary or financial information shared during the term of this Agreement. Provider shall implement reasonable security measures to protect Client's financial and personal data.

6. 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 law principles.

7. ENTIRE AGREEMENT

This Agreement constitutes the entire understanding between the parties regarding quarterly tax compliance services and supersedes all prior agreements, representations, or understandings, whether written or oral.

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

PROVIDER:

CLIENT:

Authorized Signature

Authorized Signature

Printed Name

Printed Name

Title

Title

Date

Date