

SUBCONTRACTOR FINANCIAL RECORD KEEPING AGREEMENT

This Agreement is entered into on this _____ day of _____, 20_____,
by and between:

Contractor: _____
Address: _____

Subcontractor: _____
Address: _____

1. Purpose

The purpose of this Agreement is to establish the standards, requirements, and responsibilities of the Subcontractor regarding the maintenance, retention, and reporting of financial records associated with the services provided under the primary subcontracting agreement dated _____.

2. Financial Record Keeping Requirements

The Subcontractor agrees to maintain complete, accurate, and systematic financial records of all transactions related to the performance of services under the primary agreement. These records shall include, but are not limited to:

1. Detailed invoices, receipts, and proof of payments for materials, equipment, and services purchased.
2. Payroll records, timesheets, and wage payments for employees or independent contractors engaged by the Subcontractor.
3. Expense reports, travel logs, and supporting documentation for any reimbursable expenses.
4. Tax filings, withholding records, and payment receipts relevant to the contracted work.

3. Standards of Accounting

All financial records and accounts must be kept in accordance with generally accepted accounting principles (GAAP) or another recognized standard accounting framework suitable for the Subcontractor's jurisdiction.

4. Inspection and Audit Rights

The Contractor, or any authorized representative of the Contractor, shall have the right to inspect, review, and audit all financial records related to this Agreement at any time during normal business hours. The Subcontractor agrees to cooperate fully with any such audit and to provide access to necessary documentation within _____ business days of a written request.

5. Retention Period

The Subcontractor shall preserve and maintain all financial records, documents, and supporting evidence related to the work performed for a minimum period of _____ years following the completion of the services, final payment, or termination of the primary agreement, whichever is later.

6. Confidentiality and Security

The Subcontractor must ensure that all financial records are stored securely, protecting them from unauthorized access, disclosure, alteration, or destruction. Any exchange of financial records between the parties shall be treated as confidential in accordance with the confidentiality provisions of the primary agreement.

7. Compliance with Laws

The Subcontractor shall comply with all federal, state, and local laws, regulations, and reporting requirements concerning financial record keeping, tax compliance, and labor standards.

8. Governing Law

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

IN WITNESS WHEREOF, the parties hereto have executed this Subcontractor Financial Record Keeping Agreement as of the date first written above.

For Contractor:

SIGNATURE

PRINTED NAME

TITLE

DATE

For Subcontractor:

SIGNATURE

PRINTED NAME

TITLE

DATE