

CORPORATE TAX SERVICES AGREEMENT

This Agreement is entered into and made effective as of _____, by and between:

Client:

Company Name: _____

Address: _____

Represented by: _____

Provider:

Company Name: _____

Address: _____

Represented by: _____

1. SCOPE OF SERVICES

The Provider agrees to perform professional corporate tax services for the Client for the tax year ending _____. These services shall specifically include:

1. Preparation of Federal Corporate Income Tax Return (Form _____).
2. Preparation of State Corporate Income Tax Return(s) for the following jurisdictions: _____.
3. Preparation of local and municipal tax filings, if applicable, specifically: _____.
4. Review of relevant financial statements, general ledger accounts, and supporting documentation provided by the Client.

2. FEES AND PAYMENT TERMS

The Client agrees to compensate the Provider for services rendered under the following terms:

1. **Fixed Fee:** The Client shall pay a flat fee of \$ _____ for the standard preparation of the specified returns.
2. **Hourly Rates:** Any additional consulting, audit representation, or out-of-scope tax planning services will be billed at an hourly rate of \$ _____ per hour.
3. **Retainer:** A non-refundable retainer fee of \$ _____ is due upon the execution of this Agreement.
4. **Payment Schedule:** Remaining balances shall be due _____.

3. CLIENT RESPONSIBILITIES

The Client is responsible for providing the Provider with all necessary financial records, receipts, worksheets, and information required for the preparation of the tax returns in a timely manner. The Client represents that all information provided is accurate and complete to the best of their knowledge. The deadline for submitting completed information to the Provider is _____.

4. TERM AND TERMINATION

This Agreement shall commence on the date first written above and shall terminate upon completion of the filing of the returns, unless terminated earlier by either party upon _____ days written notice. In the event of early termination, the Client shall compensate the Provider for all services performed up to the date of termination.

5. CONFIDENTIALITY

The Provider agrees to maintain the strict confidentiality of all proprietary, financial, and personal information obtained from the Client in the course of performing services under this Agreement, in compliance with applicable professional standards and legal requirements.

IN WITNESS WHEREOF, the parties hereto have executed this Corporate Tax Services Agreement as of the date first written above.

For the Client:

For the Provider:

AUTHORIZED SIGNATURE

AUTHORIZED SIGNATURE

PRINTED NAME

PRINTED NAME

TITLE

TITLE

DATE

DATE