

MASTER AGREEMENT FOR QUARTERLY TAX COMPLIANCE SERVICES

This Master Agreement for Quarterly Tax Compliance Services (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 "Provider"),

and

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

1. ENGAGEMENT AND SCOPE OF SERVICES

The Client hereby engages the Provider to perform quarterly tax compliance and advisory services. The scope of recurring services shall include:

- a. Review of quarterly financial records, general ledgers, and trial balances.
- b. Calculation and estimation of quarterly federal, state, and local income and franchise tax liabilities.
- c. Preparation and timely filing of quarterly estimated tax vouchers and returns.
- d. Quarterly tax planning consultations, not to exceed _____ hours per quarter.

2. RETAINER AND COMPENSATION

- a. **Quarterly Retainer Fee:** As compensation for the recurring services outlined in Section 1, the Client agrees to pay the Provider a recurring quarterly retainer fee of \$ _____.
- b. **Payment Terms:** The quarterly retainer shall be billed in advance on the _____ day of the month preceding each calendar quarter. Payment is due within _____ days of the invoice date.
- c. **Additional Services:** Any services requested by the Client outside the Scope of Services defined herein will be billed at the Provider's standard hourly rate of \$ _____ per hour, subject to prior written approval by the Client.

3. CLIENT RESPONSIBILITIES AND INFORMATION DELIVERY

The Client shall provide all necessary financial books, records, receipts, and related tax information to the Provider no later than _____ days following the end of each calendar quarter. The Provider shall not be responsible for tax penalties, interest, or late filing fees resulting from the Client's failure to deliver accurate and complete information in a timely manner.

4. TERM AND TERMINATION

- a. **Term:** This Agreement shall commence on the Effective Date and shall remain in effect for an initial term of _____, automatically renewing for successive quarterly periods unless terminated.
- b. **Termination:** Either party may terminate this Agreement without cause by providing _____ days' prior written notice to the other party. Upon termination, the Client shall pay for all services rendered up to the effective date of termination.

5. CONFIDENTIALITY AND DATA SECURITY

The Provider shall maintain the strictest confidentiality regarding all financial and proprietary information obtained from the Client. The Provider shall implement and maintain appropriate administrative, technical, and physical safeguards to protect the security and integrity of the Client's financial data.

6. GOVERNING LAW AND JURISDICTION

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. Any legal action arising under this Agreement shall be brought exclusively in the courts of _____ County.

IN WITNESS WHEREOF, the parties hereto have executed this Master Agreement for Quarterly Tax Compliance Services as of the Effective Date written above.

PROVIDER:

CLIENT:

Authorized Signature

Authorized Signature

Printed Name

Printed Name

Title

Title

Date

Date