

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 _____ (hereinafter referred to as the "Provider"), and

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

1. SCOPE OF SERVICES

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

1. Review of the Client's quarterly financial records, bookkeeping transactions, and balance sheets.
2. Preparation and filing of estimated federal, state, and local quarterly income tax payments.
3. Preparation and filing of quarterly sales and use tax returns, if applicable.
4. Quarterly payroll tax reconciliation and filing support, if applicable.
5. Up to _____ hours of consultation per quarter regarding tax planning, compliance strategies, and regulatory changes.

2. RETAINER FEE AND PAYMENT TERMS

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

3. CLIENT RESPONSIBILITIES

The Client agrees to provide all necessary financial records, invoices, bank statements, receipts, and related documentation to the Provider no later than the _____ day following the end of each calendar quarter. The Provider shall not be held liable for tax penalties, interest, or late fees resulting from the Client's failure to deliver accurate and complete documentation in a timely manner.

4. TERM AND TERMINATION

1. **Term:** This Agreement shall commence on the effective date written above and shall continue on a quarter-to-quarter basis.
2. **Termination:** Either party may terminate this Agreement at any time, with or without cause, by providing _____ days written notice to the other party. Any prepaid fees for services not yet rendered at the time of termination notice shall be pro-rated and returned to the Client.

5. CONFIDENTIALITY

The Provider agrees to keep all financial information, personal data, and business operations of the Client strictly confidential and shall not disclose any information to third parties without the prior written consent of the Client, except as required by law.

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.

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

PROVIDER:

CLIENT:

Signature

Signature

Print Name

Print Name

Title

Title

Date

Date