

PROFESSIONAL SERVICES AGREEMENT

ANNUAL TAX COMPLIANCE SERVICES

This Professional Services Agreement (the "Agreement") is entered into and made effective as of _____, 20____ (the "Effective Date"), by and between:

Service Provider:

Address: _____
Represented by: _____

And

Client:

Address: _____
Represented by: _____

Hereinafter collectively referred to as the "Parties" and individually as a "Party."

1. SCOPE OF SERVICES

The Service Provider agrees to perform annual tax compliance services for the Client for the tax year ending _____. The scope of services is limited to the following:

1. Preparation of federal corporate/individual income tax returns.
2. Preparation of state and local income tax returns for the following jurisdictions:
_____.
3. Preparation of annual information filings and schedules as required by applicable tax authorities.
4. Review of financial statements and trial balances provided by the Client for tax adjustment purposes.

2. CLIENT RESPONSIBILITIES

The Client shall provide all necessary financial records, receipts, statements, and information required for the preparation of the tax returns no later than _____. The Service Provider is not responsible for tax return delays, penalties, or interest resulting from the Client's failure to provide complete and accurate information in a timely manner.

3. FEES AND PAYMENT TERMS

For the services rendered under this Agreement, the Client agrees to pay the Service Provider as follows:

- Fixed Fee / Retainer of \$ _____ payable upon execution of this Agreement.
- An additional fee of \$ _____ per hour for any out-of-scope advisory services requested by the Client.
- Final balance due upon delivery of the draft tax returns and prior to electronic filing.

4. TERM AND TERMINATION

This Agreement shall commence on the Effective Date and shall remain in effect until the relevant annual tax returns are filed and all outstanding fees are settled, unless terminated earlier by either Party providing _____ days written notice.

5. CONFIDENTIALITY

Both Parties agree to maintain the confidentiality of all proprietary, financial, and personal information disclosed during the performance of this Agreement, in compliance with applicable data privacy laws.

6. GOVERNING LAW

This Agreement shall be governed by, and construed 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 Professional Services Agreement as of the Effective Date written above.

For the Service Provider:

For the Client:

AUTHORIZED SIGNATURE

AUTHORIZED SIGNATURE

PRINTED NAME

PRINTED NAME

TITLE

TITLE

DATE

DATE