

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Amended Engagement Letter for Sales and Use Tax Compliance Services

Dear [Client Contact Name],

This letter amends the original engagement agreement dated [Original Date] between [Accounting Firm Name] ("we," "us," or "our") and [Client Name] ("you" or "your"). This amendment reflects changes in the scope of services regarding your sales and use tax compliance requirements.

1. Scope of Amended Services

We will provide the following additional or revised services:

- Preparation and filing of sales and use tax returns in the following additional jurisdictions: [List Jurisdictions].
- Review and adjustment of previous filings for the period of [Start Date] to [End Date].
- [Insert any other specific changes to the scope].

2. Client Responsibilities

You remain responsible for the accuracy and completeness of all financial data and transaction records provided to us. You must provide all necessary data for the additional jurisdictions no later than [Number] days prior to the filing deadlines.

3. Fees and Billing

In addition to the fees outlined in the original agreement, the following fees will apply to these amended services:

- Additional Monthly Filing Fee: \$[Amount] per jurisdiction.
- One-time Setup/Review Fee: \$[Amount].
- Hourly rates for consulting or audit support remain as specified in the original agreement.

4. Terms of Original Agreement

All other terms and conditions set forth in the original engagement letter dated [Original Date] remain in full force and effect. This amendment is hereby incorporated into that agreement.

Please sign and return a copy of this letter to indicate your acceptance of these amended terms.

Sincerely,

[Your Name/Partner Name]

[Firm Name]

Acknowledged and Agreed:

[Client Representative Signature]

[Title]

[Date]