

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: E-Commerce Sales and Use Tax Compliance Engagement

Dear [Client Contact Name],

This letter confirms the terms and objective of our engagement with [Company Name] ("the Client") regarding sales and use tax compliance services.

1. Scope of Services

[Firm Name] will provide the following services for the period beginning [Start Date]:

- Nexus study to determine states where the Client has a filing obligation.
- Registration for sales tax permits in required jurisdictions.
- Calculation of monthly, quarterly, or annual sales tax liabilities.
- Preparation and filing of state and local sales and use tax returns.
- Assistance with sales tax automation software integration.

2. Client Responsibilities

The Client is responsible for the following:

- Providing complete and accurate transaction data from all e-commerce platforms (e.g., Shopify, Amazon, Walmart).
- Maintaining records of tax-exempt sales and valid exemption certificates.
- Timely funding of tax liabilities for electronic payments.
- Notifying us of changes in business activity or physical locations.

3. Fees and Billing

Our fees for these services will be [Insert Fee Structure, e.g., \$X per month / \$X per return]. Out-of-pocket expenses and registration fees will be billed separately. Invoices are due within [Number] days of receipt.

4. Limitations

Our work is limited to the states and periods specifically identified. This engagement does not include representation in tax audits unless specifically requested and agreed upon under a separate letter. We will rely on the information provided by the Client without independent verification.

5. Term and Termination

Either party may terminate this agreement with [Number] days' written notice. The Client remains responsible for fees incurred for work performed up to the date of termination.

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

Sincerely,

[Your Name/Firm Name]

Accepted by:

Signature: _____

Name: [Print Name]

Title: [Title]

Date: [Date]