

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Limited Scope Sales and Use Tax Compliance Engagement

Dear [Client Contact Name],

This letter confirms the terms and objectives of our engagement to provide limited scope sales and use tax compliance services to [Client Company Name] for the period beginning [Start Date] and ending [End Date].

## **1. Scope of Services**

Our services will be limited to the following specific activities:

- Preparation of monthly/quarterly sales and use tax returns for the following jurisdictions: [List States/Jurisdictions].
- Calculation of tax due based on summary data provided by you.
- Electronic filing of the returns and coordination of tax payments.

## **2. Client Responsibilities**

You are responsible for:

- The accuracy and completeness of all financial data and transaction records provided to us.
- Determining the taxability of the products or services you sell.
- Maintaining all required documentation to support the returns in the event of an audit.
- Final approval of all tax returns before submission.

## **3. Limitations of Engagement**

This engagement is limited to the scope defined above. We will not:

- Audit or verify the information you provide.
- Conduct a nexus study or determine if you have filing requirements in other jurisdictions.
- Provide representation in the event of a state tax audit unless a separate agreement is signed.
- Identify past-due tax liabilities or handle voluntary disclosure agreements.

## **4. Fees**

Our fees for these services will be [Insert Fee Structure, e.g., \$X per return or \$X per month].  
Invoices are due and payable [Insert Terms, e.g., upon receipt].

## **5. Term and Termination**

Either party may terminate this agreement with [Number] days' written notice. All fees for work performed up to the date of termination will be due immediately.

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

Sincerely,

[Your Name/Firm Name]

[Your Title]

### **Accepted by:**

Signature: \_\_\_\_\_

Name: [Client Representative Name]

Date: \_\_\_\_\_