

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Sales and Use Tax Compliance Engagement

Dear [Client Contact Name],

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

Scope of Services

We will perform the following services:

- Preparation of monthly, quarterly, and/or annual sales and use tax returns based on data provided by the Company.
- Filing of completed returns with the appropriate state and local taxing authorities.
- Assistance with the processing of tax payments.
- Maintenance of a tax calendar to ensure timely filings.

Client Responsibilities

The Company is responsible for:

- Providing complete, accurate, and timely financial data and transaction reports.
- Ensuring that all required data is submitted by the [Day] of each month.
- Final approval of all tax returns before submission.
- The payment of all taxes, interest, and penalties due to taxing authorities.
- Maintaining all original records required by law for potential audits.

Fees

Our fees for these services will be [Amount] per [Month/Quarter/Return]. This fee does not include additional consulting, audit representation, or research, which will be billed at our standard hourly rates of [Hourly Rate].

Limitation of Liability

Our work is limited to the preparation of returns based on information provided. We will not audit or verify the information. This engagement does not include procedures to discover fraud or illegal acts.

Term and Termination

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

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: [Client Representative Name]

Title: _____

Date: _____