

BOOKKEEPING/PAYROLL/U.S. TAX FILING SERVICES AGREEMENT

This Bookkeeping/Payroll/Tax filing Services Agreement ("Agreement") is entered into on [Insert Date], by and between:

Client Name: **[Insert Client's Full Legal Name]**

Client Address: [Insert Client's Full Address] [Business/Home Address, E-mail Address & Phone Number (WhatsApp if any)]

(Hereinafter referred to as the "Client")

AND

EG Bookkeeping LLC

Business Address:

1209 Mountain Road PL NE, STE R

Albuquerque, New Mexico, NM 87110, USA

(Hereinafter referred to as the "Service Provider")

WHEREAS, the Client desires to engage the Service Provider to provide certain bookkeeping, payroll, and U.S. tax filing services, and the Service Provider agrees to provide such services under the terms and conditions set forth in this Agreement.

1. Scope of Services

The Service Provider shall provide the following services (collectively, the "Services"):

Bookkeeping Services:

- Set up organization and chart of accounts in QuickBooks Online.
- Categorize and record financial transactions in QuickBooks Online based on the chart of accounts.
- Reconcile all checking accounts, savings accounts, and credit cards.
- Perform three-way reconciliation of Client Trust Account (Bank), Client Trust Account (QuickBooks), and Funds Held in Trust Account (QuickBooks) for legal bookkeeping clients.
- Prepare financial reports, including but not limited to balance sheets, income statements (profit & loss), and cash flow statements.

Payroll Services:

- Set up and manage payroll accounts and employee records.
- Process employee payroll on a weekly, bi-weekly, semi-monthly, or monthly basis.
- File payroll tax forms (e.g., 941, 940, W-2, W-3) as required by federal, state, and local jurisdictions.
- Provide payroll reports and summaries to the Client as needed.

U.S. Tax Filing Services:

- Assist with preparation and electronic filing of federal and state tax forms for the business (e.g., Schedule C, 1120, 1065, etc.).
- Provide 1099 filings for contractors as required.
- Respond to IRS or state notices related to returns filed by the Service Provider, if applicable.

Other Services:

- Other related financial and accounting tasks mutually agreed upon in writing.

- Note:** 1. Additional services outside the scope of this agreement may be subject to additional fees and separate written agreement.
2. If any service doesn't require for you, please delete that section/service point

2. Payment Terms

All standard bookkeeping, payroll, and tax services shall be billed at a fixed monthly rate, as outlined in Section 4 below.

The Client will be invoiced at the beginning of each month. Payment is due immediately upon receipt.

Accepted payment methods include ACH bank transfer, Stripe, PayPal, and Payoneer.

Additional Services:

Any services requested beyond the agreed scope will be billed at \$50 per hour, or at a different rate as mutually agreed in writing.

3. Term of Agreement

This Agreement shall commence on [Insert Start Date] and continue on a month-to-month basis until terminated by either party with proper notice, as set forth in Section 9.

4. Compensation

Fixed Monthly Rate: \$[Insert Monthly Rate]

Payment is due on or before the [Insert Payment Due Date] of each month following receipt of invoice.

Payments shall be made via ACH, Stripe, PayPal, or Payoneer.

5. Expenses

The Client shall reimburse the Service Provider for any pre-approved, reasonable business expenses incurred in the course of providing services, provided the Service Provider submits supporting documentation or receipts.

6. Confidentiality

The Service Provider shall maintain strict confidentiality regarding all financial, business, and personal information shared by the Client and will not disclose such information unless required by law or as necessary to perform the Services.

7. Client Responsibilities

The Client agrees to:

- Provide timely access to all necessary documents, records, and systems.
- Ensure all data shared is accurate and up to date.
- Respond promptly to requests for clarification.
- Maintain compliance with tax regulations.
- Notify of material changes in business operations.

Failure to fulfill these responsibilities may cause delays or inaccuracies for which the Service Provider shall not be held liable.

8. Ownership of Work Product

All final reports, filings, and work products prepared by the Service Provider shall be the property of the Client, subject to full payment.

9. Termination

Either party may terminate this Agreement by providing 30 days' written notice.

Upon termination:

- The Service Provider shall complete all work already paid for unless otherwise requested.
- Pro-rata refunds will be issued for uncompleted work.
- Any additional fees will be invoiced and due within 2 business days.

10. Independent Contractor

The Service Provider acts as an independent contractor and is responsible for their own taxes and obligations.

11. Limitation of Liability

The Service Provider's total liability shall not exceed the total amount paid by the Client under this Agreement.

12. Dispute Resolution

Disputes shall first be resolved through mediation. If unsuccessful, binding arbitration shall apply under [Insert Arbitration Institution] rules.

13. Governing Law

This Agreement shall be governed by the laws of the State of New Mexico, USA.

14. Entire Agreement

This Agreement constitutes the entire understanding and supersedes all prior agreements between the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

CLIENT Signature: _____ Name: _____ Title: _____ Date: _____	EG BOOKKEEPING LLC Signature: _____ Name: MD REAZUL HAQUE Title: Founder & CEO Date: _____

Notes:

- Replace all placeholders such as [Insert ...] before signing.
- Consider legal review depending on your jurisdiction.
- Keep a signed copy for each party's records.