**Triangle Accounting Service Agreement**

三角会计师事务所服务协议

The Triangle Accounting, Inc would like to provide following checked service \_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Company’s Name) for a compensation of \_\_\_\_\_\_\_\_\_\_\_\_, starting \_\_\_\_\_\_\_\_\_\_. 三角会计师事务所将会向贵公司\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(公司名)提供以下勾选的服务\_\_\_\_\_\_\_并获取会计服务报酬\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_。

1.  File state sales and use tax return (monthly)

2.  File federal payroll tax return (Form 941, quarterly)

3.   File federal unemployment tax return (From 940, annually)

4.  File state withholding tax (quarterly/monthly)

5.   File state unemployment tax (quarterly)

6.   End of year package

        W-2 form for all employees

        Form 1099 for all independent contractors

        W-3 form for SSA (Transmittal of Wage and Tax Statements)

        File state year-end tax form (Form NC-3, withholding reconciliation)

7.  Payroll services:

     Calculate the net pay and record all deductions/taxes for all employees and

      independent contractors

8.  Bookkeeping Services:

     Provide a set of financial statements upon client’s request (Profit and Loss Statement, Balance Sheet, and General Ledger)

9. File federal \_\_\_ Corporation Income Tax Return (Form 1120S)

10. File state \_\_\_\_\_\_ Corporation Income Tax Return (Form CD 401S)

11. Additional Services as Described Below:

以下为服务项目列表的翻译Below is the translation of above list of possible services：

1. 营业税和使用税的申报 （每月）
2. 联邦工资税的申报与交纳（941表格，每季度）
3. 联邦失业税的申报与交纳（940表格，每年）
4. 州政府预扣税的申报与交纳（每季度/每月）
5. 州政府失业税的申报与交纳（每季度）
6. 年终服务项目：

* 为所有员工提供W-2表
* 为所有独立合同工提供1099表
* 为社会保障局提供W-3表格（传送工资与税的声明）
* 提交州年终税表格（NC-3表格，核对预扣税）

1. 公司的工资支出服务：

为公司所有员工以及独立的合同工计算薪水并记录和支付税金

1. 记账服务：

并在客户为公司提供一系列的财务报表（公司的利润表，资产负债表以及公司的流水账）

1. 申请公司，     类型企业收入的联邦报税服务（1120S表格）
2. 申请公司，     类型企业收入的州税报税服务（CD401S表格）
3. 额外服务请见以下描述：

Triangle accounting, Inc. would like to provide above mentioned service to the best satisfaction to the client and help to solve any accounting and/or our services related problems occurred during the service period. All financial results are provided by clients. Triangle Accounting is NOT responsible for auditing or liable for any consequences result from false or inaccurate financial reporting from the clients.

三角会计师事务所将会竭诚守信地为贵客户提供以上服务，并会在服务期间回答或解决有关财务以及与我们服务相关的问题。所有的财务信息将会由贵公司提供。三角会计师事务所将不会审计贵公司的财务信息。如贵公司提供不正确或虚假的财务信息，三角会计师事务所将不会为虚假信息造成的后果承担任何责任。

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, President负责人        Date日期: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Client Signature客户签名

Triangle Accounting, Inc.   三角会计师事务所

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, President总裁         Date日期: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_