

## **501(C)(3) SERVICE AGREEMENT**

This **AGREEMENT** made on behalf of SEA Accounting & Consulting and CLIENT is as follows:

1. **Services To Be Performed.** SEA agrees to perform the following services for Client:
  - a. Complete the prescribed guidelines set forth in the application process for 501(c)(3) Tax Exempt status.
  - b. Articles of Incorporation; or Articles of Amendment
  - c. EIN/Federal Taxpayer ID Number
  - d. Complete Projected Budget, if applicable.
  - e. State Exemptions, applicable per State
  - f. DUNS Number
  - g. Drafted Bylaws
  - h. Tax Form 990 – *First Year Only Free*
  
2. **Time For Performance.** All services are for six months or until receipt of acknowledgement from IRS.
  
3. **Payment.** **Total Preparation Fee is \$2,000.00** (*Additional fees may apply based on type of tax exemption filed.*) **A deposit of \$1,000.00** is due upon signing this agreement and is non-refundable after three (3) days. All fees must be paid before final application is submitted.

*The client agrees that unpaid accounts will be considered in default after sixty (60) days, after which a default charge of \$175 will be imposed on balance due. Furthermore, in the event it should be deemed necessary for Soldout2Christ, Inc. to employ the services of an attorney for collection of this contracted amount, the client shall pay attorney fees for the services of such attorney and all costs incurred in connection therewith.*
  
4. **Submission of Documents.** The Client is responsible for submitting the required documents within a timely manner, to get started:
  1. Name of Organization and Mailing/Physical Address
  2. Name of Board Members/Officers (no less than 3)
  3. Deposit
  4. Mission Statement, optional
  
5. **Assign a Contact Person.** The Client is responsible for assigning a contact person responsible for submitting all the required information needed to complete the application process.
  
6. **Confidential.** All documents and/or conversations associated with services performed are confidential. We nor any part of this contract guarantees approval for tax-exempt status by IRS, however, if not approved we will refund the preparation fee in full.

If you are in agreement of the foregoing and want to employ our services, simply sign and return this agreement to [dcrane@soldout2christ.com](mailto:dcrane@soldout2christ.com) along with the initial deposit. Payment can be made via Zelle or [www.seaaccounting.net](http://www.seaaccounting.net) Please call us 407-552-9717 if you have any questions.

**Accepted and Agreed to:**

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**Client's Signature**

**Date**