



GARLAND, TX | (469) 487-3132
BRITTANYCASANOVATAXES@YAHOO.COM

SERVICE AGREEMENT

Between:

Service Provider: Brittany Casanova Taxes and Financial Consulting

Client: _____

Effective Date: _____

1. Scope of Services

The Client agrees to engage the Service Provider to perform the following services (select all that apply):

- Accounting Services – managed through XERO accounting software
- Payroll Services – managed through TREZ payroll system (personal bank deposits)
- Billing Services – federal, state, and other applicable payments

2. Client Information

Business Name: _____

Business Owner(s): _____

3. Bank Account Information

By providing the information below, the Client authorizes the Service Provider to access the account solely for the purpose of performing the services agreed to in this contract.

Bank Institution Name: _____

Account Number: _____

Routing Number: _____

4. Bank Mobile Access Information (if applicable)

Username: _____

Password: _____

5. Payroll Bank Information (for personal payroll deposits)

Bank Institution Name: _____

Account Number: _____

Routing Number: _____

6. Authorization

I, the undersigned, hereby authorize Brittany Casanova Taxes and Financial Consulting to access the bank account information provided above solely for the purpose of performing accounting services in XERO, payroll services in TREZ (personal bank deposits), and/or billing services for my business. This authorization will remain in effect until

revoked in writing by the Client.

7. Payment Terms

The Client agrees to pay the Service Provider according to the selected services at the agreed-upon rates. All payments are due on the 15th day of each month. Late payments may incur a fee of 5% of the total balance due for each month the payment is late.

8. Client Responsibilities

The Client shall provide all necessary documentation and information to enable the Service Provider to perform the services. The Client is responsible for promptly informing the Service Provider of any changes to banking, login, or contact information.

9. Confidentiality & Data Security

The Service Provider acknowledges and agrees that all information provided by the Client, including but not limited to bank account details, login credentials, and personal data, will be treated as strictly confidential. The Service Provider will not disclose, share, or use this information for any purpose other than fulfilling the services outlined in this Agreement. All data will be stored securely and protected from unauthorized access.

10. Limitation of Liability

The Service Provider shall not be liable for any penalties, interest, or damages arising from inaccurate, incomplete, or late information provided by the Client.

11. Termination

Either party may terminate this Agreement by providing at least ninety (90) days' written notice to the other party. Upon termination, all client data will be securely deleted or returned to the Client.

12. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Texas.

13. Electronic Signature Consent

Electronic signatures shall be considered the same as original signatures for all purposes under this Agreement.

Client Signature: _____ Date: _____
Service Provider Signature: _____ Date: _____