



Seasonal Employee Contract

This **EMPLOYEE CONTRACT AGREEMENT** (“Agreement”) is made and entered into, as of _____, 20____ (“Effective Date”), by and between Colbert/Ball Tax Services (CBTS) d.b.a. Tax Preparation (Company”), having a principal place of business at 2616 South Loop West, Suite #110, Houston, Texas 77054, and _____, a resident of the state of Texas having a principal residence at _____.

1. **Term.** Employee is employed as a seasonal tax preparer whose term of employment is indefinite. This Agreement is effective as of the Effective Date set forth above and will terminate _____ when _____ and _____ as _____ provided _____ herein.
2. **Duties.** Employee is required to abide by all the rules that have been laid out in sections in the employees’ *Policy and Procedures* manual or Company, at Company’s discretion, may terminate employee and void this agreement immediately upon employee’s breach of the above referenced Sections.
3. **Compensation.** Company will pay employee during the tax season, which will begin January _____, _____ and end April 15th, _____ at \$ _____ an hour and a _____ % commission on tax preparation fees on tax returns prepared by employee, to be paid on dates outlined in employee manual. Commissions will be paid after Tax Season before June 15th, _____.
4. **Offset.** If employee fails to remit all receipts as required by Colbert/Ball Tax Service policy, or becomes indebted to Colbert/Ball Tax Service in any manner whatsoever, CBTS may offset the amount of any such funds or indebtedness against any compensation due Company.
5. **Termination.** Employee may terminate this Agreement without cause at any time, with termination effective fifteen (15) days after employee delivery to Company of written notice of termination.
6. **Venue.** This Agreement shall be governed in all respects by the laws of the United States of America and by the laws of the State of Texas, as such are applied to agreements entered into and to be performed entirely in Texas between Texas residents. Each of the parties irrevocably consents to the exclusive personal jurisdiction of the federal and state courts located in Texas, as applicable, for any matter arising out of or relating to this Agreement, except that in actions seeking to enforce any order or any judgment of such federal or state courts located in Texas, such personal jurisdiction shall be exclusive.

Signature on following page of document.

7. This Agreement may be amended or modified only by mutual agreement of authorized representatives of the parties in writing.
8. **Miscellaneous.** This Agreement constitutes the entire agreement between the parties relating to this subject matter and supersedes all prior or contemporaneous oral or written agreements concerning such subject matter. The terms of this Agreement will govern all services undertaken by employee.

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

Colbert Ball Tax Service

Employee

Print _____

Print _____

Sign _____

Sign _____

Title _____

Title _____