

AGREEMENT FOR IRS REPRESENTATION SERVICES

AUDIT REPRESENTATION CLIENT AGREEMENT

This Agreement is entered into by and between the parties identified below:

Client: _____

Address: _____

Phone: _____

Practitioner: _____

Firm: _____

1. SCOPE OF SERVICES

The Client retains the Practitioner to represent the Client before the Internal Revenue Service (IRS) solely in connection with the examination/audit of the following tax returns and periods:

Tax Form Number(s): _____

Tax Period(s) / Year(s): _____

This Agreement does not cover representation for any other tax years, periods, or jurisdictions, nor does it include state or local tax matters, appeals, or litigation in the U.S. Tax Court, unless expressly agreed to in writing signed by both parties.

2. AUTHORIZATION

To enable representation, the Client agrees to execute IRS Form 2848 (Power of Attorney and Declaration of Representative) authorizing the Practitioner to represent the Client before the IRS for the matters specified in Section 1.

3. CLIENT RESPONSIBILITIES

The Client agrees to cooperate fully, timely, and truthfully with all requests made by the Practitioner. This includes providing all requested financial records, receipts, statements, and documentation within _____ days of a request. The Practitioner will rely on the accuracy and completeness of the information provided by the Client without independent verification. Failure to provide documentation in a timely manner may result in withdrawal of representation.

4. FEES AND PAYMENT TERMS

The Client agrees to pay for representation services under the following terms:

- Retainer:** An initial, non-refundable retainer of \$ _____ is required upon execution of this Agreement before work commences. This retainer will be applied against overall fees.
- Hourly Rate:** Services will be billed at an hourly rate of \$ _____ per hour for Practitioner time, and \$ _____ per hour for administrative/staff time.
- Flat Fee:** In lieu of hourly billing, the parties agree to a flat fee of \$ _____ for the scope defined herein.
- Billing and Expenses:** Statements will be issued periodically. The Client is responsible for any direct out-of-pocket expenses incurred (e.g., postage, delivery services, copying fees). All invoices are due upon receipt.

5. NO GUARANTEE OF OUTCOME

The Client acknowledges that the Practitioner makes no guarantees, representations, or warranties regarding the outcome of the IRS examination. The final determination of tax liability is solely within the authority of the Internal Revenue Service.

6. TERMINATION OF AGREEMENT

Either party may terminate this Agreement at any time by providing written notice to the other party. Upon termination, the Client shall pay the Practitioner for all services rendered and expenses incurred up to the date of termination. The Practitioner shall return all original client records upon full payment of outstanding balances.

7. EXECUTION

By signing below, the parties indicate their acceptance of and agreement to all terms and conditions set forth herein.

CLIENT SIGNATURE

PRACTITIONER/AUTHORIZED REPRESENTATIVE SIGNATURE

Date: _____

Date: _____