

IRS PRACTICE AND REPRESENTATION SERVICE AGREEMENT

This Agreement is entered into on this _____ day of _____, 20____, by and between:

Representative:

Firm/Practitioner Name: _____

Address: _____

City/State/Zip: _____

Client:

Taxpayer Name(s): _____

SSN / EIN: _____

Address: _____

City/State/Zip: _____

1. SCOPE OF SERVICES

The Client hereby retains the Representative to represent the Client before the Internal Revenue Service (IRS) specifically in connection with the following tax matters:

Tax Form(s): _____

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

Specific	Matter	/	Issue:

2. POWER OF ATTORNEY

To facilitate representation, the Client agrees to execute IRS Form 2848 (Power of Attorney and Declaration of Representative) or Form 8821 (Tax Information Authorization), authorizing the Representative to receive confidential tax information and perform acts on behalf of the Client as outlined in said form.

3. CLIENT RESPONSIBILITIES

The Client agrees to fully cooperate with the Representative. This includes, but is not limited to, providing complete, accurate, and truthful records, tax documents, receipts, notices, and any correspondence received from the IRS in a timely manner. The Representative will not audit or otherwise verify the information provided and is not responsible for penalties or interest resulting from inaccurate or delayed information provided by the Client.

4. FEES AND BILLING

The Client agrees to compensate the Representative for services rendered under the following terms:

- **Retainer:** A non-refundable initial retainer of \$_____ is required before work commences.
- **Billing Rate:** Services will be billed at an hourly rate of \$_____ per hour, or a flat fee of \$_____
_____.
- **Expenses:** Client agrees to reimburse the Representative for direct out-of-pocket expenses incurred, including postage, courier fees, and copying costs.

5. TERM AND TERMINATION

This Agreement will terminate upon the completion of the services described in Section 1. Either party may terminate this Agreement at any time by providing written notice to the other party. Upon termination, the Client shall pay all outstanding fees and expenses incurred by the Representative up to the date of termination.

6. GOVERNING LAW

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

7. SIGNATURES

By signing below, both parties acknowledge, accept, and agree to the terms and conditions set forth in this Agreement.

TAXPAYER / CLIENT SIGNATURE

REPRESENTATIVE SIGNATURE

PRINT NAME

PRINT NAME / TITLE

DATE

DATE