

TAX AUDIT CONFIDENTIALITY AND REPRESENTATION AGREEMENT

This Tax Audit Confidentiality and Representation Agreement (the "Agreement") is entered into as of _____, by and between:

Tax Representative: _____
Address: _____

Client: _____
Address: _____

The Tax Representative and the Client may collectively be referred to as the "Parties" or individually as a "Party."

1. SCOPE OF REPRESENTATION

The Client hereby retains the Tax Representative, and the Tax Representative agrees to represent the Client in connection with the tax audit conducted by the _____ for the tax period(s) ending _____. The scope of services shall include, but is not limited to, communicating with tax authorities, preparing and submitting necessary documentation, and representing the Client at hearings or conferences related to the specified audit.

2. CONFIDENTIALITY OBLIGATION

During the course of this representation, the Parties may share proprietary, financial, personal, or tax-related information ("Confidential Information"). Both Parties agree to maintain strict confidentiality regarding all such information. Specifically, the Tax Representative agrees:

- a. To use Confidential Information solely for the purpose of representing the Client in the tax audit.
- b. Not to disclose, distribute, or disseminate any Confidential Information to any third party without the prior written consent of the Client, except as required by law, regulation, or court order.
- c. To implement appropriate technical and organizational measures to safeguard the Client's physical and digital files.

3. CLIENT COOPERATION AND INFORMATION ACCURACY

The Client agrees to provide the Tax Representative with all relevant financial records, receipts, tax returns, and any other documentation necessary to conduct the representation in a timely manner. The Client warrants that all information provided to the Tax Representative is true, accurate, and complete to the best of the Client's knowledge.

4. FEES AND EXPENSES

In consideration for the services rendered, the Client shall compensate the Tax Representative in accordance with the following terms: _____. The Client also agrees to reimburse the Tax Representative for reasonable out-of-pocket expenses incurred during the representation.

5. TERM AND TERMINATION

This Agreement shall commence on the date first written above and shall terminate upon the completion of the tax audit representation, unless terminated earlier by either Party giving _____ days written notice to the other Party. The obligations of confidentiality set forth in Section 2 shall survive the termination of this Agreement indefinitely.

6. GOVERNING LAW AND DISPUTE RESOLUTION

This Agreement shall be governed by, and construed in accordance with, the laws of the State of _____. Any dispute arising out of or in connection with this Agreement shall be resolved through amicable negotiations or, if unresolved, by binding arbitration in _____.

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

TAX REPRESENTATIVE:

CLIENT:

Signature

Signature

Printed Name

Printed Name

Title

Title

Date

Date