

TAX REPRESENTATION AND AUDIT DEFENSE SERVICES AGREEMENT

This Agreement is entered into and made effective as of _____, by and between:

Client: _____

Address: _____

and

Representative: _____

Address: _____

1. SCOPE OF SERVICES

The Client hereby retains the Representative to provide professional tax representation and audit defense services before the Internal Revenue Service (IRS) and/or applicable state taxing authorities. The scope of services is strictly limited to the following tax matters and tax periods:

1. Tax Type(s): _____

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

3. Authority / Agency: _____

Any additional services or tax years not listed above will require a separate written agreement.

2. POWER OF ATTORNEY

To enable the Representative to act on the Client's behalf, the Client agrees to execute IRS Form 2848 (Power of Attorney and Declaration of Representative) and/or any necessary state power of attorney forms. The Representative is not authorized to bind the Client to any final settlement, tax assessment, or financial obligation without the Client's express written consent.

3. CLIENT RESPONSIBILITIES

The Client agrees to provide full, accurate, and timely disclosure of all facts, documents, receipts, statements, and other financial records requested by the Representative. The Representative is not responsible for the accuracy or completeness of the information provided by the Client. Failure to provide requested information in a timely manner may result in the immediate termination of this Agreement by the Representative.

4. FEES AND PAYMENT TERMS

In consideration for the services rendered, the Client agrees to pay the Representative as follows:

- Retainer Fee: A non-refundable retainer of \$ _____ is due upon signing this Agreement.
- Hourly Rate: Services will be billed at an hourly rate of \$ _____ per hour.
- Flat Fee: A flat fee of \$ _____ for the complete resolution of the specified matter.

Invoices are due and payable upon receipt. Any outstanding balances after _____ days will accrue interest at a rate of _____ % per month.

5. LIMITATION OF LIABILITY AND NO GUARANTEE

The Client acknowledges that the Representative cannot guarantee a specific outcome regarding the audit, examination, or tax dispute. Decisions and final determinations rest solely with the taxing authorities. The Representative's liability for any errors, omissions, or negligence arising out of this Agreement shall be limited to the total amount of fees paid by the Client under this Agreement.

6. TERM AND TERMINATION

Either party may terminate this Agreement at any time upon written notice to the other party. Upon termination, the Client shall pay the Representative for all services rendered and expenses incurred up to the date of termination. The Representative will withdraw all Power of Attorney filings with the taxing authorities upon termination.

7. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of _____, without regard to its conflict of law principles.

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

CLIENT:

REPRESENTATIVE:

Signature

Signature

Printed Name

Printed Name / Title

Date

Date