

AGREEMENT FOR PROFESSIONAL IRS REPRESENTATION SERVICES

TAXPAYER REPRESENTATION CONTRACT

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

Representative:

Firm/Practitioner Name: _____

Address: _____

Phone: _____ Email: _____

Taxpayer(s) / Client:

Primary Taxpayer Name: _____

Secondary Taxpayer Name (if joint): _____

Business Name (if applicable): _____

Address: _____

Phone: _____ Email: _____

1. SCOPE OF REPRESENTATION

The Taxpayer hereby retains the Representative to represent them before the Internal Revenue Service (IRS) solely in connection with the following tax matters, tax forms, and tax periods:

Tax Type / Matter: _____

Tax Form(s) (e.g., 1040, 941, 1120): _____

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

Specific services to be performed include (check all that apply):

- Audit / Examination Representation
- Collection Due Process / Appeals Hearing
- Installment Agreement Negotiation
- Offer in Compromise (OIC)
- Penalty Abatement Request
- Lien/Levy Release Assistance
- Innocent Spouse Relief Claim
- Other: _____

2. POWER OF ATTORNEY

The Taxpayer agrees to execute IRS Form 2848 (Power of Attorney and Declaration of Representative) or Form 8821 (Tax Information Authorization) to enable the Representative to communicate with the IRS on the Taxpayer's behalf. The Representative's authority is limited to the matters explicitly authorized on said forms.

3. FEES AND PAYMENT TERMS

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

Retainer Fee: A non-refundable initial retainer of \$ _____ is required upon execution of this Agreement, to be applied against hourly or flat fees.

Hourly Rate: Services will be billed at an hourly rate of \$ _____ per hour. Invoices will be issued _____ and are due within _____ days of receipt.

Flat Fee: A total flat fee of \$ _____ for the defined scope of services, payable as follows: _____.

Additional Expenses: The Taxpayer agrees to reimburse the Representative for direct out-of-pocket expenses incurred on the Taxpayer's behalf, including but not limited to overnight shipping, copying fees, administrative filings, and travel expenses.

4. TAXPAYER'S RESPONSIBILITIES

The Taxpayer agrees to fully cooperate with the Representative. This includes providing complete, accurate, and truthful records, bank statements, receipts, and other financial documents in a timely manner. The Representative will not verify or audit the information provided and is not liable for errors or omissions resulting from incomplete, inaccurate, or false information provided by the Taxpayer. Failure to provide requested documentation within _____ days may result in immediate termination of this Agreement.

5. DISCLAIMER OF GUARANTEE

The Representative will perform all services in accordance with professional ethical standards. However, the Representative makes no guarantee regarding the outcome of any negotiation, audit, or proceeding with the IRS. All final decisions rest solely with the Internal Revenue Service.

6. TERMINATION OF AGREEMENT

Either party may terminate this Agreement at any time by giving written notice to the other party. Upon termination, the Representative will cease all representation and return any original documents to the Taxpayer. The Taxpayer shall remain liable for payment of all fees and expenses incurred up to the effective date of termination.

7. GOVERNING LAW

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

8. ACKNOWLEDGMENT AND AUTHORIZATION

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

PRIMARY TAXPAYER SIGNATURE

REPRESENTATIVE SIGNATURE

DATE

DATE

SECONDARY TAXPAYER SIGNATURE (JOINT)

DATE