

AGREEMENT FOR PROFESSIONAL IRS REPRESENTATION AND DISPUTE RESOLUTION

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

Taxpayer Name(s): _____

Taxpayer TIN/SSN: _____

Address: _____

Representative: _____

Firm: _____

Firm Address: _____

1. SCOPE OF REPRESENTATION

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

Tax Form Number(s): _____

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

Specific Dispute/Matter: _____

Any expansion of this scope must be agreed upon in a written addendum signed by both parties.

2. REPRESENTATIVE RESPONSIBILITIES

The Representative agrees to perform professional services in connection with the matters specified above, which may include analyzing tax history, communicating with IRS personnel, preparing and filing administrative appeals, representing the Taxpayer in conferences, and negotiating potential resolutions, installment agreements, or offers in compromise.

3. TAXPAYER RESPONSIBILITIES

The Taxpayer agrees to cooperate fully with the Representative, to provide complete, truthful, and accurate documentation, records, and information in a timely manner, and to make all required financial disclosures. The Representative is not responsible for any penalties, interest, or adverse outcomes resulting from the Taxpayer's failure to provide accurate or timely information.

4. POWER OF ATTORNEY

The Taxpayer agrees to execute IRS Form 2848 (Power of Attorney and Declaration of Representative) authorizing the Representative to act on their behalf regarding the specified tax matters.

5. FEES AND BILLING ARRANGEMENTS

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

1. **Retainer:** A non-refundable initial retainer of \$_____ is required before work commences.
2. **Hourly Rate:** Services will be billed at an hourly rate of \$_____ per hour.
3. **Flat Fee:** A flat fee of \$_____ for the specified scope of representation.

4. **Costs and Expenses:** The Taxpayer is responsible for all out-of-pocket expenses, including delivery fees, filing fees, and administrative costs.

6. DISPUTE RESOLUTION

Any controversy, claim, or dispute arising out of or relating to this Agreement, or the breach thereof, shall be resolved through binding arbitration in accordance with the laws of the State of _____. Both parties waive their right to a jury trial.

7. TERMINATION OF REPRESENTATION

Either party may terminate this Agreement at any time upon written notice. Upon termination, the Taxpayer remains responsible for payment of all fees and expenses incurred up to the date of termination. The Representative shall return all original documents provided by the Taxpayer upon request.

8. AUTHORIZATION AND SIGNATURES

By signing below, the parties acknowledge that they have read, understood, and agreed to be bound by the terms of this Agreement.

TAXPAYER SIGNATURE

PRINTED NAME

DATE

REPRESENTATIVE SIGNATURE

PRINTED NAME & TITLE

DATE