

TAX AUDIT REPRESENTATION RETAINER AGREEMENT

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

Representative:

and

Client:

1. Scope of Representation

The Client hereby retains the Representative to represent the Client before the _____ in connection with the tax audit of the Client's _____ tax return(s) for the tax year(s) _____.

This representation is strictly limited to the matters described above and does not include any other tax years, state audits, local audits, criminal investigations, or subsequent judicial appeals unless expressly agreed to in writing by both parties.

2. Retainer and Fees

The Client agrees to pay the Representative a non-refundable retainer fee of \$_____ upon execution of this Agreement. This retainer will be applied against professional fees and expenses incurred during the representation.

Services will be billed at the following rates:

- Professional Rate: \$_____ per hour
- Administrative Rate: \$_____ per hour

The Client will be billed periodically for fees and expenses. Invoices are due and payable within _____ days of the invoice date.

3. Client Responsibilities

The Client agrees to cooperate fully with the Representative, to provide all requested documents, records, and information in a timely and complete manner, and to be truthful in all communications. The Client shall not communicate directly with the tax authority without the prior knowledge and consent of the Representative.

4. Outcome Guarantee

The Client acknowledges that the Representative has made no guarantees or promises regarding the outcome of the audit. Any expressions concerning the outcome of the matter are statements of opinion only.

5. Termination

Either party may terminate this Agreement at any time by giving written notice to the other party. Upon termination, the Client remains responsible for all outstanding fees and expenses incurred 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 _____.

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

Representative Signature

Print Name: _____

Date: _____

Client Signature

Print Name: _____

Date: _____