

TAX REPRESENTATION AND AUDIT DEFENSE SERVICES AGREEMENT

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

Tax Practitioner / Representative:

Address: _____

Phone: _____

Taxpayer / Client:

Address: _____

Phone: _____

1. ENGAGEMENT OF SERVICES

The Client hereby retains the Representative, and the Representative agrees to provide tax representation and audit defense services to the Client in connection with the following tax matters:

Tax Authority: _____

Tax Type(s): _____

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

2. SCOPE OF REPRESENTATION

The Representative shall act as the Client's authorized representative in communicating, negotiating, and presenting documentation to the designated tax authority. The scope of services includes, but is not limited to, analyzing the tax authority's correspondence, preparing responses, reviewing tax records, and attending administrative conferences or hearings. This Agreement does not cover litigation in any court of law unless a separate written agreement is executed.

3. CLIENT RESPONSIBILITIES AND OBLIGATIONS

The Client agrees to cooperate fully with the Representative and to timely provide all requested tax returns, financial records, receipts, and other supporting documentation. The Client acknowledges that the Representative's ability to defend the Client's tax position is dependent upon the accuracy, completeness, and truthfulness of the information provided by the Client. The Client remains solely responsible for the timely payment of any taxes, interest, and penalties assessed by the tax authority.

4. POWER OF ATTORNEY

The Client agrees to execute the appropriate Power of Attorney forms (such as IRS Form 2848 or state equivalent forms) required to authorize the Representative to act on the Client's behalf before the designated tax authority.

5. FEES AND PAYMENT TERMS

The Client agrees to compensate the Representative for services rendered under this Agreement as follows:

Retainer Fee (non-refundable): \$_____ due upon execution of this Agreement.

Hourly Rate / Flat Fee: _____

Additional Costs (such as postage, copying, courier, travel): _____

Invoices are due and payable within _____ days of receipt.

6. TERM AND TERMINATION

This Agreement shall commence on the date first written above and will terminate upon the final resolution of the specified tax matters, or upon written notice of termination by either party. Upon termination, the Client shall pay the Representative for all services rendered and expenses incurred up to the date of termination.

7. DISCLAIMER OF GUARANTEE

While the Representative will exercise professional competence and diligence, the Representative makes no warranties, representations, or guarantees regarding the final outcome of the tax representation or audit defense.

8. GOVERNING LAW

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

TAX PRACTITIONER / REPRESENTATIVE

TAXPAYER / CLIENT

Signature

Signature

Printed Name

Printed Name

Date

Date