

TAXPAYER REPRESENTATION SERVICES ENGAGEMENT AGREEMENT

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

Representative: _____

Address: _____

Taxpayer(s): _____

SSN / FEIN: _____

Address: _____

1. SCOPE OF REPRESENTATION

The Taxpayer hereby retains the Representative to represent the Taxpayer before the Internal Revenue Service (IRS) and/or state tax authorities solely with respect to the following tax matters, tax periods, and administrative levels:

Type of Tax / Form Number	Tax Period(s) / Year(s)	Administrative Level / Agency
_____	_____	_____
_____	_____	_____
_____	_____	_____

The scope of services specifically includes:

- Audit / Examination Representation
- Collection Representation (installment agreements, currently not collectible, liens/levies)
- Offer in Compromise (OIC)
- Penalty Abatement Requests
- Appeals Representation
- Other: _____

This Agreement does not cover litigation in any court, including the United States Tax Court, nor does it cover the preparation of any tax returns unless specifically appended to this Agreement in writing.

2. POWER OF ATTORNEY

To facilitate representation, the Taxpayer agrees to execute IRS Form 2848 (Power of Attorney and Declaration of Representative) and/or equivalent state authorization forms. The Taxpayer understands that this authorization allows the Representative to receive and inspect confidential tax information and to perform acts on behalf of the Taxpayer as specified in the form.

3. FEES AND BILLING

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

- Retainer:** A non-refundable retainer fee of \$_____ is required before representation begins. This retainer will be applied against hourly fees, costs, and expenses.
- Hourly Rate:** Compensation shall be billed at an hourly rate of \$_____ per hour for the primary representative, and \$_____ per hour for administrative/support staff.
- Flat Fee:** A flat fee of \$_____ for the complete scope of services outlined in Section 1.
- Other:** _____

In addition to professional fees, the Taxpayer shall reimburse the Representative for all out-of-pocket expenses incurred on the

Taxpayer's behalf, including but not limited to overnight delivery, government filing fees, and travel expenses.

4. TAXPAYER RESPONSIBILITIES

The Taxpayer agrees to cooperate fully with the Representative, to provide all requested financial documents, tax records, and other information in a timely and complete manner, and to be entirely truthful. The Representative cannot be held responsible for adverse outcomes resulting from inaccurate, incomplete, or delayed information provided by the Taxpayer.

5. TERMINATION

Either party may terminate this Agreement at any time by providing written notice to the other party. Upon termination, all fees and expenses earned or incurred by the Representative up to the date of termination shall become immediately due and payable. The Representative shall withdraw all formal authorizations (Form 2848) upon 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.

TAXPAYER:

Signature

Print Name

Date

REPRESENTATIVE:

Signature

Print Name / Title

Date

SPOUSE (if joint representation):

Signature

Print Name

Date