

TAX AUDIT REPRESENTATION RETAINER AGREEMENT

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

Representative: _____

Client: _____

1. SCOPE OF REPRESENTATION

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

This Agreement covers representation through the initial audit level only. It does not include appeals, litigation in Tax Court, or any other state, local, or federal court proceedings unless expressly agreed to in writing by both parties.

2. RETAINER AND FEE STRUCTURE

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

- A. **Retainer Fee:** A non-refundable initial retainer fee of \$_____ is due upon the execution of this Agreement. Work will not commence until this retainer is received in full.
- B. **Hourly Rate:** Services will be billed at an hourly rate of \$_____ per hour. Hourly billings will be applied against the retainer until exhausted.
- C. **Additional Costs:** The Client is responsible for administrative costs, including but not limited to photocopying, delivery services, and travel expenses, which will be billed separately.

3. CLIENT RESPONSIBILITIES

The Client agrees to cooperate fully with the Representative, to provide complete, accurate, and truthful documentation, and to make all disclosures necessary for the handling of the audit. The Representative shall not be held liable for any penalties, interest, or tax liabilities resulting from incomplete, inaccurate, or falsified information provided by the Client.

4. POWER OF ATTORNEY

The Client agrees to execute a Power of Attorney (Form 2848 or equivalent state authority form) to enable the Representative to communicate directly with the taxing authority on the Client's behalf.

5. TERMINATION OF AGREEMENT

Either party may terminate this Agreement at any time by providing written notice to the other party. Upon termination, the Client shall remain liable 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

Printed Name

Date

CLIENT

Signature

Printed Name

Date