

RETAINER AGREEMENT FOR IRS REPRESENTATION AND TAX CONTROVERSY RESOLUTION

This Agreement is entered into by and between the following parties:

Representative: _____

Address: _____

Client: _____

Address: _____

1. SCOPE OF REPRESENTATION

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

Tax	Matters	/	Dispute	Description:
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Tax Periods / Years Covered: _____

Any services outside the specified scope of representation listed above will require a separate written agreement.

2. POWER OF ATTORNEY

To facilitate representation, the Client agrees to execute IRS Form 2848 (Power of Attorney and Declaration of Representative) and/or appropriate state authorization forms immediately upon execution of this Agreement. The Representative is not authorized to bind the Client to any final settlement or financial liability without the Client's prior express consent.

3. FEES, RETAINER, AND BILLING

The Client agrees to compensate the Representative for professional services rendered as follows:

Initial Retainer: The Client shall pay an initial non-refundable/earned-upon-receipt or trust retainer of \$ _____ upon execution of this Agreement. Services will not commence until this amount is paid in full.

Fee	Structure	(Hourly	/	Flat):
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Out-of-Pocket Expenses: The Client shall be responsible for all administrative costs, mailing fees, filing fees, and other third-party expenses incurred during representation.

4. CLIENT RESPONSIBILITIES

The Client agrees to cooperate fully with the Representative, to provide complete, accurate, and truthful documentation, and to make all required financial disclosures in a timely manner. The Representative shall not be responsible for any penalties, interest, or adverse outcomes resulting from the Client's delay, failure to provide documents, or omission of material facts.

5. TERMINATION OF REPRESENTATION

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 fees and expenses incurred up to the date of termination. The Representative shall return all original

documents provided by the Client upon receipt of outstanding balances.

6. ENTIRE AGREEMENT AND GOVERNING LAW

This Agreement constitutes the entire agreement between the parties regarding this matter and supersedes any prior understandings. This Agreement shall be governed by and construed in accordance with the laws of the State of _____

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates indicated below.

Representative Signature

Client Signature

Print Representative Name

Print Client Name

Date

Date