

RETAINER AGREEMENT FOR IRS TAX AUDIT REPRESENTATION

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

Taxpayer/Client:

Name: _____

Address: _____

Phone: _____

Representative/Firm:

Name: _____

Address: _____

Phone: _____

1. SCOPE OF REPRESENTATION

The Client hereby retains the Representative to represent the Client before the Internal Revenue Service (IRS) solely in connection with the examination/audit of the Client's federal tax return(s) for the following tax year(s) and form type(s):

Tax Year(s): _____

Form Type(s): _____

This Agreement does not cover representation for any other tax years, state or local tax authorities, tax planning, preparation of original or amended returns, or appeals beyond the initial audit scope unless agreed to in writing by both parties.

2. FEES AND RETAINER

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

Retainer Fee: The Client shall pay a non-refundable initial retainer of \$_____ upon execution of this Agreement. Work will not commence until this retainer is received.

Hourly Rate: Services will be billed at an hourly rate of \$_____ per hour. Hourly rates are subject to change upon thirty (30) days' written notice to the Client.

Flat Fee Option: In lieu of hourly billing, the parties agree to a flat fee of \$_____ for the scope of services outlined herein.

3. CLIENT RESPONSIBILITIES

The Client agrees to cooperate fully with the Representative, to provide all requested financial records, receipts, bank statements, and other documentation in a timely manner, and to ensure all information provided is complete, truthful, and accurate to the best of the Client's knowledge. The Representative is not responsible for penalties or interest resulting from delays, omissions, or falsifications by the Client.

4. POWER OF ATTORNEY

The Client agrees to execute IRS Form 2848 (Power of Attorney and Declaration of Representative) to authorize the Representative to act on the Client's behalf before the IRS.

5. NO GUARANTEE OF OUTCOME

The Representative will use professional skill and diligence in representing the Client. However, the Client acknowledges that the Representative makes no guarantees, promises, or warranties regarding the ultimate outcome of the IRS audit.

6. TERMINATION

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.

Client Signature

Date: _____

Representative Signature

Date: _____