

**IRS TAX REPRESENTATION SERVICE AGREEMENT**  
**POWER OF ATTORNEY & REPRESENTATION SERVICES**

This Agreement is entered into on \_\_\_\_\_, by and between the following parties:

**Client Name:**

\_\_\_\_\_  
**Taxpayer ID/SSN:**

\_\_\_\_\_

**Address:**

\_\_\_\_\_

And

**Representative Name:**

\_\_\_\_\_

**Firm/Company:**

\_\_\_\_\_

**1. SCOPE OF SERVICES**

The Client hereby retains the Representative to represent the Client before the Internal Revenue Service (IRS) specifically for the following tax matters, tax types, and tax periods:

**Tax Type(s) (e.g., 1040, 941, 1120):**

\_\_\_\_\_

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

\_\_\_\_\_

The specific services to be performed include, but are not limited to, the checked items below:

- Audit / Examination Representation
- Collection Appeal / Collection Due Process (CDP)
- Offer in Compromise (OIC) Preparation and Submission
- Installment Agreement Negotiation
- Penalty Abatement Request
- Currently Not Collectible (CNC) Status Request
- Other: \_\_\_\_\_

**2. FEES AND PAYMENT TERMS**

The Client agrees to compensate the Representative for services rendered under the following payment structure:

- Retainer:** An initial non-refundable retainer fee of \$ \_\_\_\_\_ is required before representation begins.
- Hourly Rate:** Client will be billed at a rate of \$ \_\_\_\_\_ per hour, billed in increments of \_\_\_\_\_.
- Flat Fee:** A flat fee of \$ \_\_\_\_\_ for the defined scope of work.

**3. CLIENT OBLIGATIONS**

The Client agrees to provide the Representative with all necessary financial records, tax documents, receipts, and correspondence from the IRS in a timely manner. The Client acknowledges that the accuracy and completeness of the representation depend directly on the information provided by the Client. The Client agrees to make all payments according to the terms specified in Section 2.

**4. AUTHORIZATION AND POWER OF ATTORNEY**

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To facilitate representation, the Client agrees to execute IRS Form 2848 (Power of Attorney and Declaration of Representative) and/or IRS Form 8821 (Tax Information Authorization), authorizing the Representative to communicate with the IRS on the Client's behalf regarding the specified tax matters.

**5. TERM AND TERMINATION**

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This Agreement will remain in effect until the specified services are completed, or until terminated by either party. Either party may terminate this Agreement at any time by providing written notice to the other party. Upon termination, the Client shall pay the Representative for all services performed up to the effective date of termination.

**6. EXECUTION AND ACKNOWLEDGEMENT**

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By signing below, the parties agree to the terms, conditions, and fee arrangements set forth in this Agreement.

**Client Signature:**

**Representative Signature:**

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**Printed Name:**

**Printed Name:**

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**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_