

[Your firm name and logo]

[Firm name]

[Firm address]

[Date]

[Taxpayer name(s)]

[Taxpayer address]

Re: Representation before the IRS, [notice or letter number] dated [notice date]

Dear [Taxpayer name(s)],

Why you are receiving this letter

You have asked [Firm name] to represent you in the IRS matter described below. This letter sets out what we will do, what we will not do, and what we need from you. [Representative name], [attorney / CPA / enrolled agent], [license or enrollment number], will lead the work.

Matters covered

We will represent you for: [description of matter, for example income tax examination], [Form 1040], tax years [years]; and [penalty matter, if any]. These are the same matters we will list on Form 2848. If the IRS raises another year or tax, we will add it only with a written amendment to this letter.

Power of attorney

You will sign Form 2848 for these matters before we contact the IRS, and we will sign it within the time the IRS allows. [If you filed jointly, each spouse will sign a separate Form 2848.] We may also file Form 8821 so we can obtain your account transcripts.

What we will do

We will communicate with the examiner for you, attend the interviews and meetings, prepare responses to each information document request, review the proposed adjustments with you and negotiate the examination report. Where there are grounds, we will ask that penalties be removed.

What is not included

Unless we agree in writing, this engagement does not include: a protest or appeal to the IRS Independent Office of Appeals; a petition to the Tax Court; collection matters such as payment plans or offers; state tax matters; or preparing or amending returns for any year.

Your part

You agree to: (a) send us every IRS letter you receive within [number] business days; (b) not contact the examiner directly while we represent you; (c) give us the records we request at least [number] business days before each IRS response date; (d) give complete and truthful information, including about items the IRS has not yet raised; and (e) file and pay your current taxes on time.

Records we will ask for

Expect to provide: your filed return for each year under exam with all schedules; Forms W-2 and 1099; bank and card statements for the months under review; receipts, invoices and logs that support the items in question; and any prior correspondence with the IRS about these years.

No guarantee

We will present your position as well as the facts and the law allow. We cannot promise the outcome, the

amount of any change, or that penalties and interest will be removed.

Fees

Our fee is [fixed amount for the examination / (rate) per hour], billed [monthly]. A retainer of [amount] is due before we file Form 2848 and will be applied to the final invoice. Work on matters outside this letter is billed separately.

Your records

When you ask, we will promptly return the records you need to meet your federal tax obligations, even if there is a dispute about our fees, as federal rules require. We may keep copies for our files for [retention period].

Use of your tax information

We will use your tax information only for this representation. We will not disclose it or use it for any other purpose without your separate written consent.

Ending the representation

Either of us may end this engagement by written notice. When it ends, we will withdraw from Form 2848, send you a short letter on the status of the matter and any upcoming IRS dates, and return your records.

Your signature

To confirm, please sign below and return this letter with your signed Form 2848 and the retainer. If you filed a joint return, both of you should sign.

Yours truly,

[Representative name], [Designation]

[Firm name]

Signature: _____ Date: _____

Taxpayer: [Name] Signature: _____ Date: _____

Spouse: [Name] Signature: _____ Date: _____