

[Company Letterhead]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Engagement for Voluntary Disclosure Agreement (VDA) Advisory Services

Dear [Client Contact Name],

This letter confirms the engagement of [Firm Name] ("the Firm") by [Client Name] ("the Client") to provide advisory services regarding a Voluntary Disclosure Agreement (VDA) program for [State/Jurisdiction] in relation to [Tax Type, e.g., Sales and Use Tax / Unclaimed Property].

1. Scope of Services

The Firm will perform the following services:

- Review of relevant financial records to identify potential exposure.
- Calculation of estimated tax, interest, and applicable penalties.
- Preparation and submission of the VDA application to the relevant regulatory authorities.
- Negotiation of terms and waiver of penalties where applicable.
- Facilitation of the final execution of the VDA and submission of back-tax filings.

2. Client Responsibilities

The Client agrees to provide all necessary financial records, data, and documentation required to complete the analysis in a timely manner. The Client is responsible for the accuracy and completeness of the information provided.

3. Fees and Payment

Professional fees for these services will be based on [Hourly Rates / Fixed Fee of \$XXXX]. Any out-of-pocket expenses incurred will be billed at cost. Invoices are payable within [Number] days of receipt.

4. Confidentiality

The Firm will maintain the confidentiality of all non-public information obtained during this engagement, except as required by law or the terms of the VDA process.

5. Limitation of Liability

The Firm's liability for any claims arising out of this engagement shall be limited to the total amount of fees paid by the Client for these services.

6. Termination

Either party may terminate this agreement upon [Number] days' written notice. The Client will be responsible for fees incurred for work performed up to the date of termination.

Please indicate your acceptance of these terms by signing and returning a copy of this letter.

Sincerely,

[Partner Name]
[Firm Name]

Accepted and Agreed:

For [Client Name]: _____

Name and Title: _____

Date: _____