

TAX RESOLUTION AND NEGOTIATION ENGAGEMENT LETTER

Date: [Date]

Client Name: [Client Name]

Address: [Client Address]

City, State, Zip: [City, State, Zip]

Dear [Client Name],

This letter confirms the terms and objective of our engagement to provide tax resolution and negotiation services to you for the following tax years/periods: [List Tax Years].

1. Scope of Services

We will represent you before the [IRS/State Tax Authority] regarding your outstanding tax liabilities. Our services may include:

- Analyzing your financial situation and tax transcripts.
- Preparing and submitting requests for Installment Agreements, Offers in Compromise, or Currently Not Collectible status.
- Negotiating penalty abatement requests.
- Representing you in collection due process hearings or appeals.

2. Client Responsibilities

You agree to provide all requested financial documentation, including bank statements, pay stubs, and expense receipts, in a timely manner. You certify that all information provided is accurate and complete to the best of your knowledge. We will not audit or verify the information you provide.

3. Fees and Payment

The fee for these services is as follows: [Insert Fixed Fee or Hourly Rate]. A retainer of \$[Amount] is required before work commences. Fees are due regardless of the outcome reached with the taxing authorities.

4. Power of Attorney

To represent you, you must execute Form 2848 (Power of Attorney) or the state equivalent, authorizing us to communicate with the tax authorities on your behalf.

5. Limitation of Results

While we will advocate for the best possible resolution, we cannot guarantee a specific outcome, as final approval rests solely with the [IRS/State Tax Authority].

6. Termination

Either party may terminate this engagement at any time by providing written notice. You will be responsible for fees incurred up to the date of termination.

Please sign and return a copy of this letter to indicate your acceptance of these terms.

Sincerely,

[Firm Name]

[Representative Name]

Acknowledgment:

[Client Signature]

Date: _____